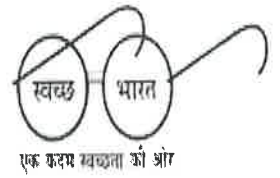




No. A.13019/Gen/2013-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No.9, CGO Complex
Lodhi Road, New Delhi-3.
Date: 5th November, 2021

Office Memorandum

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)- Resumption of Biometric attendance regarding.

In pursuance to DoPT's Office Memorandum F. No.11013/9/2014-Estt.A-III dated 1st November, 2021 on the subject mentioned above, it has been decided to resume biometric attendance for all levels of employees, with effect from Monday the 8th November, 2021. In this regards, the following instructions are to be ensured:

- (a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- (b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding.
- (c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance.
- (d) As far as possible, designated personnel should be deployed near bio-metric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behaviour while in queue.
- (e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- (f) All offices shall undertake orientation of the employees on precautions to be followed.
- (g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- (h) All officers/staff shall strictly follow the COVID- appropriate behaviour, at all times, in offices.

2. This issues with the approval of Director, DCPW.


(Ghan Shyam)
Joint Director (Admn)

To

1. PPS to Director
2. Joint Director(Trg.) / Joint Director(C) / Joint Director(A) / Joint Director(Cy)
3. JD(Trg) / DD(Polnet-Hub): to ensure compliance at CPRTI / Polnet-Hub.
4. DD(L&B)/ IT: to ensure compliance of point (d) & (e) above.
5. AD/JAD/SS ISPW Stations: for compliance.
6. All Officers / officials DCPW HQ. / ISPW Stations
7. AD (IT): for uploading on DCPW website.
8. File