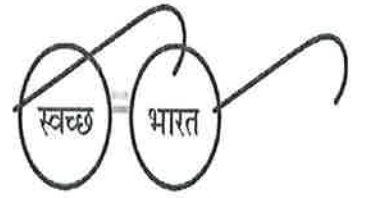




No. A.13019/1(Genl)/2013-Ad.I-1951
भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय/Directorate of Coordination
पुलिस बेतार/Police Wireless



एक कदम स्वच्छता की ओर

Block No.9, CGO Complex
Lodhi Road, New Delhi-3.

Date: 19th May, 2020.

Office Memorandum

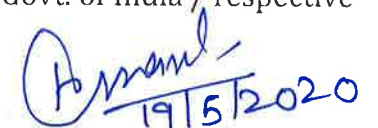
Subject: Preventive measures to be taken to contain the spread of COVID-19 - Attendance regarding.

The undersigned is directed to refer to DoP&T's Office Memorandum No. 11013/9/2014-Estt.A.III dated 18th May 2020, Ministry of Home Affairs' order dated 17.05.2020 on the subject mentioned above and DCPW's OMs No. A.13019/1(Genl)/2013-Ad.I - 1741 & 1742 dated 17th April 2020. The attendance in this Directorate shall be regulated up to 31st May 2020 or till further orders in the following manner:

- All Joint Directors and above shall attend office on all working days.
- Each Division Head shall prepare a roster so as to ensure that 50% officers and staff in their division attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and other electronic means of communications at all times. They shall attend office if called for.
- The officers /staff attending office shall follow the following office timings:

Sl. No.	Division / Section	Timing
1	Communication	09:00 to 17:30
2	Administration	09:30 to 18:00
3	Cipher & Coordination Section	10:00 to 18:30

- Joint Director(Com) / Dy. Director(Com) / Dy. Director(Cy) shall ensure functioning of POLNET-Hub / all Communication & Crypto Control Centres at Delhi & ISPW Stations for plain & cipher traffic respectively.
- The bio-metric attendance shall continue to be suspended until further orders, hence each Section / ISPW Station In-charge will ensure marking of attendance as per earlier practice.
- The roster prepared shall be forwarded to AD(Admn.) at hemantkumar.dcpw@gov.in.
- It may be ensured that all officers and employees attending office during the lockdown period are to strictly comply with social distancing norms and all extant COVID-19 prevention guidelines/instructions issued by the Govt. of India / respective State or UT Authority / DCPW from time to time.


19/5/2020

(Hemant Kumar)
Assistant Director (Admn)

To,

1. PPS to Director/PS to Additional Director (H)/ PS to Additional Director(OP).
2. US (PM-II), MHA, Jaisalmer House, New Delhi- for information please
3. Joint Director(Trg) / Joint Director (C) / Joint Director(Admn)
4. Officers/Sections at Hqrs.
5. All JAD/SS ISPW Stations
6. AD (IT): for uploading on DCPW website.

Prakash