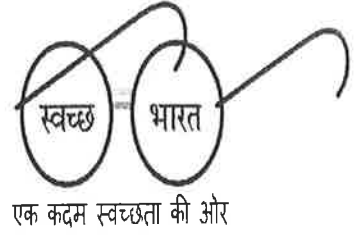




No.A.13019/1(Genl)/2013-Ad.I
भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय/Directorate of Coordination
पुलिस बेतार/Police Wireless



Block No.9, CGO Complex
Lodhi Road, New Delhi-3.
Date: 16th April, 2021

Office Memorandum

Subject: Preventive measures to contain the spread of COVID-19 reg.

In pursuance to MHA's Office Memorandum No. 43020/07/2020-Ad.II dated 15th April 2021 on the subject mentioned above, the undersigned is directed to convey that due to unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to take measures to prevent its spread. Accordingly, following instructions/ guidelines are issued for strict compliance:

- (a) Deputy Director and below be allowed to work from home and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Joint Director. Individual Joint Director can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds.
- (b) Joint Director and above are to attend office on regular basis.
- (c) All officers who attend office can stagger timings (with entry into the office between 9:00 AM to 10:00 AM with corresponding office exit timings) to avoid rush in commuting, as also in lifts & corridors. Roster system may be ensured by Concerned Joint Director to take care of this aspect.
- (d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- (e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (f) All officials who attend office shall strictly follow COVID-19 appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (g) Crowding in lifts, staircases, corridors, common areas like rest rooms & parking areas are to be strictly avoided.

Bohman


(h) Meetings, as far as possible, to be conducted through video-conferencing.

(i) Entry of outsiders/visitors to be curtailed appropriately.

(j) All employees of the age of 45 years and above are advised to get themselves vaccinated.

2. The above instructions / guidelines shall come into effect and will immediately remain in force until 30.04.2021 or further orders, whichever is earlier.

3. This issues with the approval of Competent Authority.


6/04/2021
(Hemant Kumar)
Deputy Director (Admn)

To

1. PPS to Director
2. PS to Additional Director (H)/ PS to Additional Director(OP).
3. Joint Director(Trg.) / Joint Director(C) / Joint Director(A) / Joint Director(Cy)
4. All Officers / officials DCPW Hq. New Delhi including CPRTI & POLNET-Hub
5. AD (IT): for uploading on DCPW website.
6. File