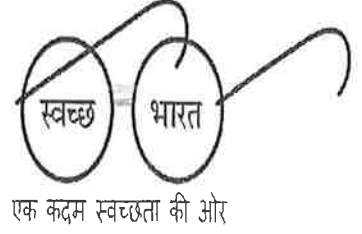




No. A.13019/1(Genl)/2013-Ad.I
भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय/Directorate of Coordination
पुलिस बेतार/Police Wireless



Block No.9, CGO Complex
Lodhi Road, New Delhi-3.
Date: 23rd March, 2020

Office Memorandum

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

In supersession of DoP&T OM's No. 11013/9/2014-Estt. (A-III) dated 19.03.2020 and 20.03.2020 on the subject mentioned above, DoP&T has issued OM No. 11013/9/2014-Estt. (A-III) dated 22.03.2020 and accordingly, the Duty Roster issued vide this Directorate's Circular of even No. dated 20/03/2020 is hereby withdrawn.

2. However, in pursuance to the advisory issued by DoP&T on dated 22.03.2022 and vide Government of NCT, Health & Family Welfare Department's Order No. F. F.51/DGHS/PH-IV/COVID-19/2020/Prsecyhw/3064-3163 dated 22.03.2020, following Duty Roster / instructions are hereby issued for managing essential work skeletal staff:

Section	Officials deployed	
	23.03.2020 to 27.03.2020	30.03.2020 to 03.04.2020
Administration	(i) Shri Hemant Kumar (Admn) (ii) Shri V. T. Undirwade, Asstt.	(i) Shri Mayank Kapoor, AD(P) (ii) Shri Ashish Kumar, Asstt.
Land & Building	(iii) Shri Rajendra Kumar, ACO (iii) Shri Ashok Kumar, CT	(iii) Shri Dheeraj Patni, ACO (iv) Shri Ashok Kumar, CT
Communication Section	(iv) Shri Mahesh, MTS (v) Shri Vijay Prakash, MTS	(v) Shri Shashi Bhushan, MTS (vi) Shri Gulam Mohd., MTS
POLNET-Hub, Sirifort Road, New Delhi	Shri H S Srihari, AD(P-Hub), and other staff as per roster with skeletal staff.	
Accounts Section	Shri K K Rawat, A/C Officer, and other skeletal staff.	
Vehicle Section	Shri Kanwar Pal (Shri Manish Kumar & Shri Udai Lal: In reserve)	
Communication & Cipher Centre at ISPW Stations and DCPW Hq. Delhi, North Block & Parliament	As per Roster prepared by AD(Cy), AD(CC) & ISPW Station's In-Charge with skeletal staff to maintain round the clock services.	

3. In addition to above, the officers/officials, not attending office shall work from home and should be available on telephone and other electronic means of communication. They shall attend office if called for any exigency of work. Also, they are not supposed to leave the Station.

4. This issues with the approval of Competent Authority.

23/3/20
(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 and request to forward all the correspondences through email (addldirector.dcpw@nic.in / hemantkumar@dcpw.gov.in) or phone (9868136051 / 7838643007)
3. AD(Cy) / AD (Polnet Hub)/AD(CC)/ AO / Station I/Cs all ISPW Stations: to prepare roster with skeleton staff and convey to AD(Admn).
4. All Officers/Sections at Hqrs.
5. AD (IT): for uploading on DCPW website.