



No. A-13019/1(Gen)/2013-Ad-2441  
भारत सरकार/Government of India  
गृह मंत्रालय/Ministry of Home Affairs  
समन्वय निदेशालय/Directorate of Coordination  
पुलिस बेतार/Police Wireless

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

Block No.9, CGO Complex  
Lodhi Road, New Delhi-3  
Date: 24<sup>th</sup> April, 2020

### Office Memorandum

**Subject: Preventive measures to contain the spread of COVID-19 – regarding.**

In pursuance to the DoP&T's OM No. 11013/9/2014-Estt.A.III dated 23.04.2020, the undersigned is directed to convey that officers /staff attending office, as per this Directorate's Office Memorandum of even no. dated 17.04.2020, shall follow the following office timings:

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

*Hemant*  
24/4/20  
(Hemant Kumar)  
Assistant Director (Admn)

To,

1. PPS to Director/PS to Additional Director (H)/ PS to Additional Director(OP).
2. Joint Director(Trg): to ensure staggered timings in CPRTI New Delhi and RPWTI Chandigarh as per DoPT OM referred above
3. Joint Director (C) / Joint Director(A)
4. US (PM-II), MHA, Jaisalmer House, New Delhi- for information please
5. AD (IT): for uploading on DCPW website.