

Nirman Bhawan, New Delhi

Dated: 12th January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Corona Virus (COVID-19) - attendance of the officials of the Ministry- regarding.

The undersigned is directed to refer to DOP&T's OM Nos. 11013/9/2014-Estt.A-III dated 03.01.2022 and Ministry of Housing and Urban Affairs OM No. O-15016./2/2020-Admn.I dated 05th January, 2022 on the above mentioned subject for information and strict compliance.

- (i) As per the direction, the Biometric attendance system has been temporarily suspended till 31.01.2022. All the employees of the L&DO are directed to mark their attendance in the Attendance Register to be maintained in the Section/Division concerned.
 - (ii) All officers at the Level of Deputy L&DOs/Sr.AO/E.O/AEs and above to attend office on all working days.
 - (iii) The officers of the Level mentioned above shall maintain a Roster of Staff/Officials under their control that 50% of such official shall attend the office in each section on every working days and remaining 50% shall work from home.
 - (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:-
 - (a). 9.00 A.M to 5.30 P.M
 - (b) 10.00 A.M to 6.30 PM
 - (v) All officials who do not attend office on a particular day are to make themselves available on Telephone/mobile and other electronics means of communication at all times from their residence and work from home.
 - (vi) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de- notified.
 - (vii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office, but they shall continue to work from home.
 - (viii) All officials who attend office shall strictly follow COVID appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
 - (ix) Meetings, as far as possible, to be conducted through video- conferencing and personal meetings with visitors, unless absolutely necessary in public interest are to be avoided.
 - (x) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. All employees are requested to ensure non-crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas.
 - (xi) No Officers/Officials can absenting himself/herself without prior permission of their controlling authority.
 - (xii) All Covid positive cases with Covid report shall be reported in writing/via email to Admn section through the Controlling Authority.
2. All employees are requested to ensure the strict compliance of the guidelines of DoP&T/MHA/Ministry of Health in this regard.
 3. This issues with the approval of Land & Development Officer.

bingb.
12/01/22
(Pappu Kumar Singh)
Dy. Land & Development Officer

To

1. Personal Staff of L&DO.
2. All Dy. L&DOs.
3. All Officers and Section.
4. NIC,L&DO- for uploading on website.