

F.No.- D-31015/2/2020
Government of India
Publications Division
Soochna Bhawan, New Delhi

Date - 05/01/2022

CIRCULAR

Subject: Preventive measure to contain the spread of Novel Coronavirus (COVID19) - Attendance of Central Government Officials-regarding.

In view of DoP&T Office Memorandum Nos. 11013/9/2014-Estt.A-III dated 03.01.2022 and F.No. A-50013/4/2020-Admn. II dated 4/01/2022 on the above mentioned subject, it is necessary to take the following measures/steps to prevent spread of Novel Coronavirus in workplaces:

- (a) The marking of biometric attendance in Aadhar Based Biometric Attendance System is suspended in the Ministry of I&B including its attached/subordinate offices, with immediate effect till 31st January, 2022. However, all employees are required to mark their attendance in Attendance Registers to be maintained manually.
 - (b) All officers of the level of Under Secretary and above are to attend office on regular basis.
 - (c) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
 - (d) Person with disabilities and pregnant women employees shall be exempted from attending office but are required to work from home.
 - (e) Meeting, as far as possible, shall be conducted on Video Conferencing and Personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
2. All officers/ staff have to ensure strict compliance of instruction on covid-appropriate behaviour issued by MHA, MoH&FW and DoP&t from time to time. Viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
 3. Patient under home isolation will stand discharged and end isolation after 7 days have passed from testing positive and no fever for 3 successive days. **There is no need for re-testing after the home isolation period is over.**
 4. This issues with the approval of the Competent Authority.


(B.K. Biswas)
Deputy Director (Admn.)
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To,

All officers/ officials/contractual staff of DPD and Regional Offices.

Copy to:-

1. PPS to DG
2. PS to ADG (Admn.)
3. PS to ADG (Ed)