

ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066
EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
14, BHIKAJI CAMA PLACE, NEW DELHI 110066
www.epfindia.gov.in



संख्या: एच.आर.डी./1(71)2020/Misc./Pt.

दिनांक 1 JAN 2022

सेवा में,

सभी अपर केंद्रीय भविष्य निधि आयुक्त
सभी क्षेत्रीय भविष्य निधि आयुक्त
अपर केंद्रीय भविष्य निधि आयुक्त (स्थानीय प्रशासन)
निदेशक, प.दी.रा.सा.सु.अ. (PDNASS).

विषय: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)- Attendance of Central Government officials- regarding.

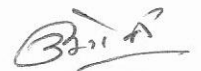
महोदय,

उपर्युक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग से जारी कार्यालय ज्ञापन संख्या: 11013/9/2014-Estt.A-III दिनांक 03-01-2022 की प्रति उचित कार्यवाही / लागू करने हेतु सलंगन है।

(This issues with the approval of ACC (HQ)-HRD)

भवदीया ,

प्रति : सलंगन


(अशोक कुमार)

अनुभाग अधिकारी (एच.आर.डी.)

प्रतिलिपि:

1. - केंद्रीय भविष्य निधि आयुक्त के प्रधान निजी सचिव
2. - सभी EC / CBT सदस्य
3. - वित्तीय सलाहकार एवं मुख्य लेखाधिकारी के प्रधान निजी सचिव
4. - मुख्य सतकर्ता अधिकारी के प्रधान निजी सचिव / सभी उप निदेशक, सतकर्ता

..... 2/-

5. - मुख्य अभियंता के निजी सचिव
6. - प्रभारी अधिकारी, सभी आंचलिक प्रशिक्षण संस्थान
7. - सभी आंतरिक लेखा परीक्षा अधिकारी
8. - मुख्यालय के सभी अधिकारी / सभी निजी सचिव / सभी अनुभाग अधिकारी
9. - महासचिव, आल इंडिया ई.पी.एफ. स्टाफ फेडरेशन
10. - महासचिव, आल इंडिया ई.पी.एफ.एम्प्लाइज संघ
11. - महासचिव, ई.पी.एफ. ऑफिसर्स एसोसिएशन
12. - महासचिव, आल इंडिया ई.पी.एफ. एस.सी/एस.टी फेडरेशन
13. - क्षे.भ.नि.आ. (एन.डी.सी.) वेबसाइट पर अपलोड करने हेतु
14. - गार्ड फाइल
15. - हिन्दी अनुभाग



(अशोक कुमार)

अनुभाग अधिकारी (एच.आर.डी.)

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi

Dated the 3rd January, 2022.

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding.

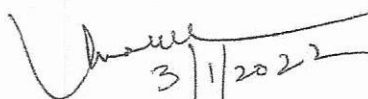
Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27th December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31st January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 10.00 A.M. to 6.30 P.M.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

- (vi) Those officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (vii) 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.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.


3/1/2022

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.