

# PRIORITY



F .No.2-10/2017- ITC (BAS-Corr.)

भारत सरकार / Government of India

कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare  
कृषि सहकारिता एवं किसान कल्याण विभाग/Department of Agriculture, Cooperation and Farmers Welfare  
वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/Directorate of Plant Protection Quarantine & Storage  
एन.एच.-4, फरीदाबाद, हरियाणा / N.H.IV. Faridabad (Haryana)

dated 20<sup>th</sup> March, 2020.

## OFFICE MEMORANDUM

Subject : Preventive measures to contain the spread of COVID19 – Shift duty –reg.


DOPT vide OM No. 11013/9/2014-Estt. (A-III) dated 19.3.2020 (copy enclosed) has issued instructions to contain the spread of COVID-19 inter-alia stating that 50 percent of Group B and C employees are required to attend office every day and the remaining 50 per cent staff should work from home.

2. In pursuance of above advisory, Section/Wing wise duty roster, along with staggered timings, may be prepared by the respective Divisional/Scheme-in-charge/Controlling Officers/Section Officer(s) for the coming weeks. A copy of the same may be submitted to this office, immediately. All officers/officials are required to attend office accordingly.

3. The officers/officials, not attending office in a particular week should be available on telephone and electronic means of communication. They should attend office if called for any exigency of work. The shift duty roster will not apply to staff engaged in essential duties.

4. All the Divisional Heads/Section Officers are requested to provide information on staff in the prescribed format (Annexure), immediately, preferably before noon, for taking further appropriate action in this regard.

Encl : As above.

  
20/3/2020

(Ajay Kumar)

Chief Administrative Officer

### Distribution:

1. All the Sub-offices/Officer-in-Charge(s), IPM/PQ/Locust Stations/RPTLs.
2. All Division in-charge(s)/Controlling Officer(s)/ Section Officers at Hqrs., Faridabad.
3. US (PP-Estt), DAC &FW, Krishi Bhawan, N. Delhi.
4. PS to PPA, NH-IV, Faridabad.
5. IT Cell for uploading on official website.

PRIORITY

**ROSTER FOR DUTIES : Dte. of PPQ&S (HQ), Faridabad**

**Name of the Division/Section :**

Sl. No.	Division/Section	(23 March - 27 March)		(20 <sup>th</sup> March & 30 <sup>th</sup> March-3 <sup>rd</sup> April)	
		Employees (Sh./Smt./Ms.)	Timings	Employees (Sh./Smt./Ms.)	Timings

(Signatures)

Name of the Controlling officer

*[Handwritten signature]*

*[Handwritten signature]*

**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-110001

Dated the 19<sup>th</sup> March, 2020

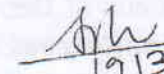
**OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID19.**

In continuation of this Department OM of even no. dated 17<sup>th</sup> March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - (a) 9 AM to 5.30 PM
  - (b) 9.30 AM to 6 PM
  - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4<sup>th</sup> April, 2020.

  
19/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT