

मि.सं./F. No.14-10/2020-Adm.I

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 AND STORAGE
.एन.एच.-4, फरीदाबाद, हरियाणा / N.H.IV. FARIDABAD (HARYANA)

Dated 07th July, 2020

Office Memorandum

Subject: Absence during Lock-down –submission of information/report – regarding.

The undersigned is directed to refer to this Directorate O.M. No.7-15/96-Adm.I, dated 29th June, 2020 (copy enclosed) on the above mentioned subject and to say that the requisite information has not been received so far.

2. It is, therefore, requested to submit the point wise reply at the earliest to soadm1.ppq-agri@gov.in. It is also requested to submit even if information is 'NIL' in this regard.



(Bal Govind Jha)

Section Officer(Admn.I)

Email: soadm1.ppq-agri@gov.in

All the Divisional In-charges (PQ/IPM/Locust/CIL/CIB&RC)

Distribution:

- (i) PPS to PPA, Dte. of PPQS, Faridabad.
- (ii) IT Cell for uploading on website.
- (iii) All Sections P&C/TLC/CIB&RC/CIL/Admin./OL/Sr.AO/AO



No. 7-15/96-Adm-I

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 & Farmers Welfare
वनस्पति, संरक्षण, संगरोध एवं संग्रह निदेशालय / Directorate of Plant Protection, Quarantine & Storage
एन एच-४, फरीदाबाद-१२१००१, हरियाणा/NH-IV, Faridabad-121001(Haryana)

dated the 29th June, 2020

OFFICE MEMORANDUM

Subject : Absence during Lock-down - submission of information/report - regarding.

The undersigned is directed to refer to the DOPT OM No. 11013/9/2014-Estt.A.III dated 19.3.2020 containing instructions with regard to preventive measures to contain the spread of COVID 19. Considering the unprecedented situation in the initial periods of lockdown, the Government Offices were directed to work either with skeletal staff or with 1/3rd of the strength.

2. Further guidelines for taking preventive measures and attendance etc. were issued vide DOPT OM dated 18.5.2020. DOPT extant instructions provide for attendance of 100% officers of the level of DS & above and 50% below DS on all working days.

3. During this period the Bio-metric attendance system has remained suspended. Therefore, the details of leave/absence of all the officers/officials in the Dte. from 23.3.2020 i.e. including the period of lockdown till the period of their resumption are required for records/monitoring by this office. Therefore, a report keeping in view the following points may be submitted by the respective Divisions:-

- (i) The employees who were on leave/leave ended on 20.3.2020 and could not join duty on 23.3.2020(Monday) due to stoppage of train/bus/flights;
- (ii) Leave expired during the period of lockdown and left the HQ with permission in writing during weekend prior to issue of lockdown and their leave ended, including whether employee was available in HQ or not;
- (iii) The employees who were on official tour and were unable to return to their Headquarters till relaxation or otherwise;
- (iv) The details of officers who were allowed to work from home till such time public transport facility was restored.
- (v) The details of officers who are still on leave/absenting.

4. A report on above points may be sent to this office alongwith their leave applications etc. at the earliest by respective Divisional in-charges, at the earliest.

Aj Kumar
29/6/2020
(Ajay Kumar)

Chief Administrative Officer

All the Divisional In-charges(PQ/IPM/Locust/CIL/CIB&RC)

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