Email- dca.giso@nic.in

Website: <u>www.giso.gov.in</u> Fax No: 033-22437380

Dy. Controller Mobile: 9433331367 Asst Controller Mobile : 8920889505 Financial Officer Mobile: 9830671317



<u>भारत सरकार लेखन सामग्री कार्यालय, 3, चर्च लेन, कोलकाता – 700 001</u>

GOVERNMENT OF INDIA STATIONERY OFFICE, 3, CHURCH LANE, KOLKATA-700 001. No.A-12025/4/MTS/2018-Estt./14 Dated: 19 May 2020

कार्यालय परिपत्र/Office Circular

Sub: Preventive measures to achieve 'Social Distancing' to contain the spread of COVID – 19.

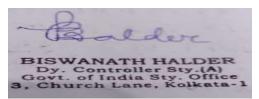
Ref: DOPT OM No. 11013/9/2014-Estt.A.III dated 18th May, 2020.

The undersigned is directed to refer the **Point III of Annexure of cited DoPT O.M (Copy enclosed)** under reference and to say that, the following directions may strictly be followed to improve the safety of all Government officials:

a). Every Officer/ employees are prohibited of any kind of meeting in the chamber of Deputy Controller Sty (Admn).

b). Every employee is also prohibited of any kind of meeting at the Association room, in the corridoors, in front of the gate, under packing shade until further order.

2. Every employee is to be ensured that the above insturctions are being followed.



(B.N. Halder) Deputy Controller Sty.(Admn.)

Copy forwarded to,

- 1. All Officer's and Staff of Govt of India Stationery Office Kolkata-700001.
- 2. The Secretary G.I.S.O.E.A and G.I.S.O.S.A/Other union representatives.
- 3. Notice Board.
- 4. Guard File.



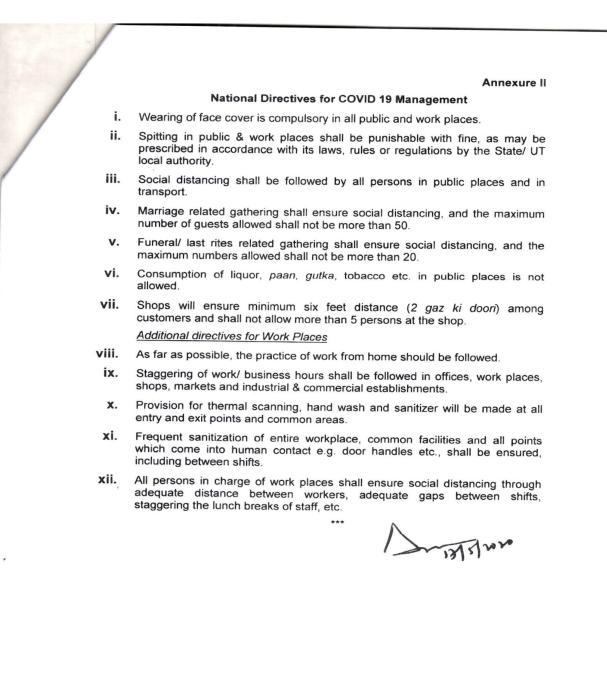








Annexure-II







5







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

> North Block, New Delhi Dated the 18th May, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.

The undersigned is directed to refer to OM of even number dated 23rd April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID -19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

- (a) All officers of the level of Deputy Secretary and above shall attend office on all working days.
- (b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.









