

October 08, 2020

**CIRCULAR**

**Subject: Preventive measures to be taken to contain the spread of Novel Corona virus (Covid-19)  
Attendance regarding.**

With reference to OM no.11013/9/2014 –Estt A.III dated 7<sup>th</sup> OCT 2020 and In continuation to this Office Circular of even no. dated 31.8.2020, the Competent Authority of NIEPA, as an interim measure, has decided to continue the present roster system till 29<sup>th</sup> October 2020 or issue of fresh guidelines from Ministry of Home Affairs, GOI/DoPT whichever is earlier for Group ‘B’ & ‘C’ employees working in the Institute:-

9 <sup>th</sup> , 13 <sup>th</sup> , 15 <sup>th</sup> , 19 <sup>th</sup> , 21 <sup>st</sup> , 23 <sup>rd</sup> , 27 <sup>th</sup> and 29 <sup>th</sup> October, 2020		12 <sup>th</sup> , 14 <sup>th</sup> , 16 <sup>th</sup> , 20 <sup>th</sup> , 22 <sup>nd</sup> , 26 <sup>th</sup> , and 28 <sup>th</sup> October, 2020	
S. No.	Name of the official who will attend duty in the slot	S. No.	Name of the official who will attend duty in the slot
1.	Shri Chandra Prakash, Assistant (Accounts)	1.	Shri Kamal Kumar Gupta, Assistant
2.	Shri Satish Kumar, Assistant	2.	Smt. Suchitra Bhatnagar, Assistant
3.	Shri Sunil Kumar, Assistant	3.	Shri Amit Singhal, Publication Assistant
4.	Mrs. Rita, Stenographer Grade-I	4.	Shri Manoj Gaur, Hindi Translator
5.	Mrs. Suman Vij, Stenographer Grade-I	5.	Mrs. Kanchan Sharma, Sr. PS
6.	Mrs. Sulbha Sharma, Professional Assistant	6.	Shri Mukesh Kumar, Stenographer Grade-I
7.	Shri Sudhir Dagar, DEO ‘C’	7.	Shri Bharat Bhushan Jain, Stenographer Grade-I
8.	Shri Bhagwan Soyare, UDC	8.	Shri Manohar Lal, Stenographer Grade-I
9.	Shri Bikram Singh Negi, UDC	9.	Mrs. Anjali Arora, Stenographer Grade-I
10.	Shri Bir Singh, UDC	10.	Shri Hayat Singh Rawat, UDC
11.	Shri Ram Babu, UDC	11.	Mrs. Poonam Kumari, UDC
12.	Mrs. Rekha Rani, UDC	12.	Mrs. Purnima Verma, UDC
13.	Shri Naresh Bhardwaj, LDC	13.	Shri Saroj Kumar, Library Attendant
14.	Shri Irfan, LDC	14.	Shri Mithilesh Kumar Rai, Programme Attendant
15.	Shri Sotaj Singh, Library Attendant	15.	Shri Balbir Singh, Driver
16.	Shri M.P. Singh, Driver	16.	Shri Ram Chander, MTS
17.	Shri Anubhav Kumar, Driver	17.	Shri Manoj Kumar, MTS
18.	Shri Rajesh Kumar, Driver	18.	Shri Rajbir Singh, MTS
19.	Shri Naresh-I, MTS	19.	Shri Bansi Dhar, MTS
20.	Shri Usman Shah, MTS (Registrar Office)	20.	Shri Naresh Kumar –II (Registrar Office)
21.	Shri Ramesh Mehto, MTS (V.C. Office)	21.	Shri Amit Dhawan, MTS (A.O. Office)
22.	Shri Gaurav, MTS	22.	Shri Nitin Mishra, MTS (V.C. Office)
23.	Mrs. Vidhya, MTS	23.	Mrs. Priyanka, MTS
24.	Shri Sandeep Kumar, MTS	24.	Shri Sunil Kumar Sharma, Assistant
25.	Shri Joginder Singh, Driver		

- I. In addition to above, all Sectional Heads (Group ‘B’) are directed to attend duty on all working days.
- II. Employees requesting leave related to COVID 19 should apply in the form prescribed, with supporting document. A copy of the form is enclosed for information and necessary action. They shall be granted Quarantine leave, if required, as per procedure. This may be noted that leave sanctioning authority reserves the right to request from concerned employee additional documentation at any time.
- III. Social distancing, wearing of face masks, provision for thermal scanning and hand wash or sanitizer is mandatory.

  
(Dr. Naresh Kumar)

Administrative Officer (I/C)

CC:

- PS to VC
- PA to Registrar
- All Sectional Heads
- Notice Board
- Systems Analyst-with the request to upload the roster on NIEPA website

## COVID -19 LEAVE REQUEST FORM

**INSTRUCTIONS:** Employees requesting leave related to COVID-19 should complete this form ONLY if you are requesting the leave due to one of the reasons listed below. Requests for any other reason will follow standard procedures. Return this form via email to \_\_\_\_\_ or via fax to \_\_\_\_\_.

### **EMPLOYEE DETAILS:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### **REQUEST DETAILS:**

- Quarantined or isolated by order of Medical Doctor/District Authority
- Confirmed case of COVID-19
- Suspected case of COVID-19, and seeking a medical diagnosis
- To care for individual with a confirmed case of COVID-19 or one who is subject to a quarantine/isolation order by order of Medical Doctor/District Authority

Parent  Spouse  Child  Other

If you checked "Other," please explain below:

\_\_\_\_\_  
\_\_\_\_\_

- To provide care for a child due to COVID-19 school closure or childcare leave unavailability

### **TELEWORK**

- I am available to telework if such work is offered.
- I am not available to telework, if such work is offered.

**DATES FOR REQUESTED LEAVE**

\_\_\_\_\_, 2020 through \_\_\_\_\_, 2020.

**SUPPORTING DOCUMENTATION ATTACHED:**

- Copy of instructions received, if any, Local quarantine or isolation order related to COVID-19
- Documentation from healthcare provider advising self-quarantine for COVID-19
- Documentation from healthcare provider on seeking diagnosis for suspected COVID-19
- Documentation from healthcare provider advising self-quarantine for COVID-19 for individual within your care
- Documentation of school closing or childcare leave unavailability

Employer reserves the right to request additional documentation at any time.

**EMPLOYEE ACKNOWLEDGMENT**

I understand that completion of this form constitutes a request only and is subject to approval by employer. I certify that the information contained on this form is true and correct to the best of my knowledge. I authorize \_\_\_\_\_ to obtain and verify any necessary information regarding my request. I understand that providing false information may result in corrective action up to, and including disciplinary action leading to termination of my employment.

EMPLOYEE SIGNATURE

DATE

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

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North Block, New Delhi  
Dated the 7<sup>th</sup> October, 2020

**OFFICE MEMORANDUM**

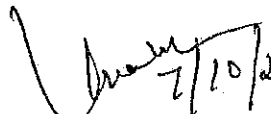
**Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding.**

The undersigned is directed to refer to OM of even number dated the 5<sup>th</sup> June, 2020 reiterating, *inter alia*, the instructions/advisory issued vide OMs dated 17.3.2020, 18.5.2020 and 19.5.2020 for well-being of Government employees and regulating attendance of Central Government employees in offices with staggered timings. The matter has now been reviewed and it has been decided as under: -

- (a) The Government servants at the level of Under Secretary and above to attend offices on all working days.
- (b) As regards Government servants below the level of Under Secretary, at least 50% of attendance is to be ensured. The Heads of Department may mandate attendance of more than 50%, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
- (c) The officers/staff shall follow staggered timings to avoid over-crowding in offices/work places as indicated below.  
  
9.00 a.m. to 5.30 p.m.  
10.00 a.m. to 6.30 p.m.
- (d) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

- (e) Those officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
- (f) Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders.
- (g) Heads of Departments shall ensure that the National Directives for the Covid-19 management, which include instructions issued for regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
- (h) Meetings, 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. The above instructions shall be in force with immediate effect until further orders. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of the Department may kindly ensure strict implementation of these instructions.

  
7/10/2020

(Umesh Kumar Bhatia)  
Deputy Secretary to the Govt. of India

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. Dir., NIC, DoP&T
- } For Information