



भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)



**Office Order No.06 of 2022**

**Sub: Preventive measures to contain the spread of COVID-19  
-Reporting of Officials in Board's Office**

**Ref: Office Order No. 71 of 2021**

Enclosed is an OM No.11013/9/2014-Estt.A.III dated 3<sup>rd</sup> January 2022 from Ministry of Personnel, Public Grievances & Pensions, DOP&T regarding attendance of Officials. These instructions would now be applicable *mutatis mutandis* in respect of Officers/Staff working in M/o Railways, Railway Board also till 31<sup>st</sup> January, 2022.

2. Accordingly, following are to be strictly complied with by all Officials working in Board's Office:-

- i) All officials of the level of Senior Scale and above are to attend office on all working days;
- ii) Physical attendance of Officials below the level of Senior Scale may be restricted to 50% with staggered timings. A roster may be prepared with the approval of HOD of branches so as to ensure that 50% of officers/staff (below Senior Scale) attend office on every alternate days;
- iii) While preparing roster respective AMs and PEDs/EDs shall ensure that work in office may not suffer in any way. As such in case of exigencies, officials as per requirement (above 50% limit) may be called to attend office;
- iv) Those officials not reporting to office as per roster are to remain in HQ and to work from home, be available on telephone and other electronic means of communication at all times. In case of non-availability on telephone/electronic means of communication during work from home, the concerned official should apply for leave for particular period;
- v) Persons with Disabilities and Pregnant Women employees shall be exempted from attending office but are to work from home;

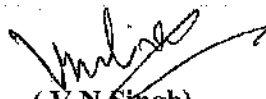
- vi) Officers/staff residing in the containment zone shall be exempted from coming to office till the containment zone is denotified. Such officials would work from home;
- vii) Meetings/discussions, as far as possible, be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided;
- viii) All officers and staff have to ensure strict compliance of covid-appropriate behaviour viz. use face-cover/mask at all times, maintain a minimum distance of 6 feet (*2-gaj ki doori*) in work-place/ common areas, follow health and hygiene practices (for example, frequent washing of hands, use of alcohol bases sanitisers, no spitting etc.) and other guidelines on covid appropriate behaviour as issued by M/o Health & Family Welfare, MHA & DOP&T from time to time;

2.1 Further, attention is also invited to Office Order No. 71 of 2021 regarding exemption of marking attendance through Biometric System; the same would remain suspended till 31<sup>st</sup> January, 2022.

3. The above issues with the approval of the competent authority.

**Encl-One**

**No. 2021/O&M/9/1**  
**Dated:04.01.2022**

  
( V.N.Singh )  
Under Secretary/O&M  
Railway Board

**All Officers and Staff of Board's Office and at Dayabasti, New Delhi.**

S.No. 4

F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated the 3<sup>rd</sup> 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 27<sup>th</sup> December, 2021.

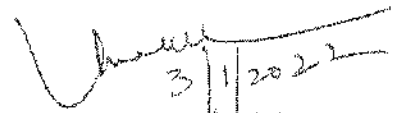
In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31<sup>st</sup> January, 2022 :-

- (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.

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- (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.

  
(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.

S. No. 3

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

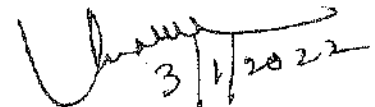
North Block, New Delhi  
Dated the 3<sup>rd</sup> January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – suspension of biometric attendance regarding.

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

The undersigned is directed to refer to this Department's OM of even number dated the 1.11.2021 regarding biometric attendance. The matter has been reviewed and, as a precautionary measure, it has been decided to suspend the marking of biometric attendance in Aadhar Based Biometric Attendance System in all Ministries/Departments of the Government of India, including its attached/subordinate offices, with immediate effect till 31<sup>st</sup> January, 2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually. All the Heads of Departments shall also continue to ensure that all employees wear masks, at all times, and follow COVID-appropriate behavior strictly.

  
3/1/2022

(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).
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