

F. No. 50024/01/2020-D[Estt.I/Gp.I]
Government of India
Ministry of Defence

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Dated the 23rd March 2020


Subject: - Preventive measures to contain the spread of COVID19.

Department of Personnel & Training, vide its Office Memorandum No. 11013/9/2014-Estt(A-III), dated 22nd March 2020 on the above subject (copy enclosed), have issued instructions in connection with preventive measures to contain the spread of COVID19. As per this O.M., HoDs may draw up a Roster of skeletal Staff, who are required to render essential services within each Department during the period from 23rd March until 31st March 2020.

2. The following SOP should be followed in DoD with immediate effect:

- A cell comprising of essential officers (as per Annexure) will function physically in DoD for all days till 31.3.2020 except holidays. All other officers and employees will work from home. They should be available for any work to be done remotely through email/phone.
- All officers and employees should be available on call of duty in which case they may be required to attend the workplace
- All official matters may be attended through official email of NIC. Private emails should not be used for official work. NIC email is official record and official business can be disposed through email of NIC. All officers to check their emails regularly during work from home duration. Approvals can be issued on email and necessary instructions complied thereafter.
- Sensitive matters should not be sent over email. Due discretion in this regard may be attended to by officers dealing with sensitive information.
- Further instructions may be issued in this regard from time to time

3. Secretaries of other departments of Ministry of Defence viz. DESW, DDP, DDR&D and DMA are requested to issue similar orders in terms of the aforementioned DOP&T's O.M.


23 Mar 2020
(S.S.S. Sarma)
Director (E)

Encl: As Above.

To

All Joint Secretaries/ Acquisition Managers/ Additional FAs/ TMs/ FMs in DoD

Copy with similar request to:-

1. Secretary, Department of Military Affairs
2. Secretary, Department of Ex-Servicemen Welfare
3. Secretary, Department of Defence Production
4. Secretary, Department of Defence Research & Development

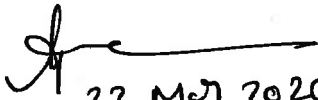
Copy for information to:-

1. PS to RM/ PS to RRM.
2. Sr. PPS to Defence Secretary/Sr.PPS to Secretary (Defence Finance).
3. PPS to AS (JN)/Sr. PPS to AS&DG (Acq.)/Sr. PPS to AS&FA(Acq)/PPS to AS(DP).

Annexure

**Composition of the Cell for Essential Services in Department of Defence for
the period 23.3.2020 to 31.3.2020**

1. Shri Rajeev Verma, US (Genl)
2. Shri Arvind Kumar, US (Parl)
3. Shri Amrik Singh, AO (Cash) & DDO
4. Shri C.S. Kapil, S.O (General)
5. Shri Rajendra Kumar, S.O. (CR)
6. Shri Vaibhav, A.S.O
7. Shri Naman, A.S.O.
8. Shri Rajendra Kumar, A.S.O.
9. Shri Ranjay Kr Singh, Supervisor, Sulabh International
10. Shri Harinder, M.T.S (M-6)


23 Mar 2020
Director (Estt.)

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 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
 - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
 - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
 - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.


22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

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