



राष्ट्रीय जल विकास अभिकरण

जल शक्ति मंत्रालय, भारत सरकार

(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)

National Water Development Agency

Ministry of Jal Shakti, Government of India

(Department of Water Resources, River Development and Ganga Rejuvenation)



F. No. NWDA/Hq/Admn/Misc/2020/ 1212

Dated: 21st July, 2020

OFFICE ORDER

Sub.: Preventive measures to contain the spread of COVID – 19 – Attendance reg.-

With reference to the Ministry of Jal Shakti Office Memorandum no. A-50013/38/2020-Admn dated 17.07.2020 on the subject mentioned above (copy enclosed) and in continuation of office order of even number dated 01.07.2020, the undersigned directed to convey that the officers/officials are requested to attend the office in the following manner:

- All officers of the level of Superintending Engineers/Director and above shall attend office on all working days.
- In the case of Dy. Director/Executive Engineer and below, they shall follow the earlier office order of even number dated 01.07.2020

Those officers/officials who do not attend office on a day shall work from home and will be available on telephone and electronic means of communication at all time. They should attend office, if called for any exigency of work.

All officers/officials attending office shall take all precautionary measures to prevent spread of COVID-19 and abide by the orders/guidelines on social distancing, use of "Aarogya Setu" Application and other measures issued by the Central/State Government from time to time.

All the field offices of NWDA are advised to adhere to the rules/regulations/guidelines issued by State Government/Local Authorities in this regard.

This issues with the approval of the Competent Authority.


21/7/2020
(Rajesh Kumar)

Dy. Director (Admn.)

Encl.: as above

To,

- Chief Engineer (Hqrs.)/(North)/(South), NWDA, New Delhi/ Lucknow/Hyderabad
- Director (Tech/MDU/Finance), NWDA
- All Superintending Engineers, Investigation Circle, NWDA
- All Executive Engineers, Investigation Division, NWDA
- Assistant Executive Engineers, ISD, NWDA, Ranchi/RajahaMundry/Jaipur
- Asstt. Director (OL) – for Hindi translation
- Web Master – with a request to up load on website
- Notice Board

Copy to:

- PS to DG, NWDA, Saket, New Delhi.
- PS to Chief Engineer (Hqrs.), Saket, New Delhi.

A-50013/38/2020-Admn.
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 17th July, 2020

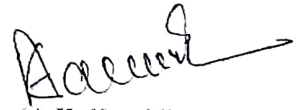
OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19 — Attendance regarding

In supersession to this Department's earlier Office Memorandum dated 17th June, 2020 on the subject cited above and as per the instructions of DoP&T communicated vide its OM No. 11013/9/2014-Estt. (A-III) dated 18th May, 2020, the undersigned is directed to say that the attendance in this Department shall be regulated as under:-

- i. All officers of the level of Deputy Secretary and above shall attend office on all working days.
 - ii. For regulating the attendance of officers and staff below the level of Deputy Secretary, all Division Heads shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. However, those officers and 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 communication at all times.
 - iii. Decision regarding the attendance of personal staff of the officers shall be taken by the concerned officers taking in view the social distancing norms in the office.
3. All the instructions of Department of Personnel & Training, Ministry of Home Affairs and Ministry of Health and Family Welfare issued on this subject from time to time shall be strictly complied with.
4. The above is also applicable to all other organizations, whether attached offices, organizations, autonomous bodies etc. under the Department of Water Resources, RD & GR. Heads of all organizations are advised to adhere to the rules/regulations/guidelines issued by State Governments/ Local Authorities in this regard.

Encl: As above



(A.K. Kaushik)

Under Secretary to the Government of India

Tel:011-23738126

Email:usadmn-mowr@nic.in

To

1. All Wing Heads/ Division Heads/ Branch Heads/ Section In-charges/ Unit In-charges
2. Director (Coordination), D o WR, RD & GR – for wide circulation amongst all Organizations.
3. For uploading on Intranet of the Department.

Copy to:

1. PS to Hon'ble Minister (Jal Shakti)
2. PS to Hon'ble Minister of State (Jal Shakti)
3. PPS to Secretary (WR, RD & GR); PS to DG(NMCG); PPS to Additional Secretary (WR, RD & GR)/ Sr.PPS to ADG(MI Stats).
4. PPS to JS (Admn.)/ PPS to JS (IC & GW)/ PPS to JS & FA, DoWR, RD & GR