



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. 10/5/2020-Admn./ 1000



Immediate

Date: 19 June, 2020

OFFICE MEMORANDUM

Sub: Preventive measures COVID-19 pandemic - Attendance - reg.

In terms of MoJS, DoWR, RD&GR's O.M. No. A-50013/67/2020-Admn., dated 17.06.2020 (copy enclosed), I am directed to convey the following preventive measures to tackle COVID-19 pandemic at **New Delhi** with immediate effect:-

- (i) In NWDA, Headquarters (Saket / Palika Bhawan) New Delhi office, only 33 percent of personnel below the rank of Deputy Director shall attend the office on a particular day and rest will work from home. However, any staff may be called to the office more frequently as per work requirement. Concerned Director/Superintending Engineer shall decided the rotation of staff in their unit and convey to administration wing for issuing order in this regard.
- (ii) Deputy Directors and Director level officers shall attend office 2 to 3 days in week and rest of days they may work from their home with prior intimation to the controlling officer. However they may be required to attend the office on any day as per work exigencies.
- (iii) All officials shall take requisite precautions to deal with corona virus and any sign like suffering from fever or cough or having warnings of "**High Risk**" or "**Moderate Risk**" in the **Aarogyasetu App** shall be immediately reported to administration and their unit head and they shall stay at home and follow self isolation protocols.
- (iv) All the officers/officials who are working from home should be available on telephone and through electronic means of communication as required.

This issues with approval of the Competent Authority.


19/6/2020
(Rajesh Kumar)

Deputy Director (Admn.)

Encl: As above.

To

1. The Chief Engineer (HQs), NWDA, New Delhi.
2. Director (Tech.)/Fin./MDU/Admn.), NWDA, Saket/Palika Bhawan, New Delhi.
3. Superintending Engineers Unit-I/II, NWDA, New Delhi.
4. Webmaster, NWDA, Saket, New Delhi./ Notice Board.

Copy for information to:-

1. PS to DG, NWDA, New Delhi.
2. PS to CE (Hqs), NWDA, New Delhi.

