



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./Cov.-19/20-21/1032

Date: 4th January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Corona Virus (COVID-19) – Attendance regarding.

In pursuance of the Office Memorandum No. 11013/9/2014-Estt.A.III dated 03.01.2022 issued by the M/o Personnel, Public Grievances and Pensions (Department of Personnel & Training) referring the MHA Order No. 40-3-2020-DM-I(A) dated the 27th December, 2021 regarding preventive measures to contain the spread of Novel Corona virus (COVID-19) and to take effective measures to prevent its spread, it has been decided that all the staff working in Headquarters (Saket & Palika Bhawan) shall attend the office on alternate days during the period from 05.01.2022 to 31.01.2022 (excluding Saturday, Sunday & on Holiday) and take all precautionary measures to prevent spread of COVID-19 and abide by the orders/guidelines on social distancing and other measures issued by the Central/State Government from time to time.

The Divisional Heads may take decision to call the staff on alternate day(s) as per requirement, accordingly a weekly report/attendance may kindly be sent to the undersigned.

Also, field offices may take decision on the basis of the directions issued by the State Government/District Authorities relating to COVID-19.

Encl.: as above


(Chirabrata Sarkar)
Director (Admn.)

To

1. Chief Engineer (Hqrs.)/(North)/(South), NWDA, New Delhi/Lucknow/Hyderabad
2. Director (Tech/MDU/Finance), NWDA.
3. Superintending Engineer (North/South), NWDA.
4. All Superintending Engineers, Investigation Circle, NWDA.
5. All Executive Engineers, Investigation Division, NWDA.
6. Executive Engineer (HQ), NWDA.
7. AEE/AE, ISD, NWDA Ranchi/Rajahmundry/Jaipur.
8. Webmaster, NWDA-for uploading on NWDA's website for wider circulation.
9. Office order file

Copy to:

1. PS to DG, NWDA.
2. PS to Chief Engineer (Hqrs.), NWDA.

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 3rd January, 2022.

OFFICE MEMORANDUM

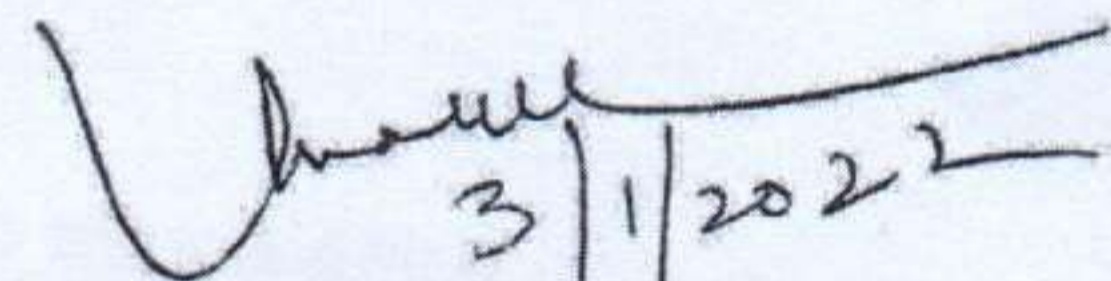
Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding.

Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27th 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 31st 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.

- (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.


3/1/2022

(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.