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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.16/1/2022-Admn.II

Date: 04.01.2022

OFFICE MEMORANDUM

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

Reference: 1. **MHA Order No. 40-3/2020-DM-I (A) dated the 27th December, 2021.**
DoPT OM No. 11013/9/2014-Estt.A-III dated 3rd January, 2022.

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.

- (a) All officers of the level of AO/ACO/Scientist 'C' and above shall attend office on all working days.
- (b) For regulating the attendance of other officers and staff, below the said level of Scientist 'C', all Heads of the Institute/Centre/Division shall prepare a roster, so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/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.
- (c) All Heads of the Institute/Centre/Division shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under: -

1 st Shift	:	9AM to 5:30PM
2 nd Shift	:	10AM to 6:30PM
- (d) Wearing of mask/ face cover is compulsory in all public and work places.
- (e) Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/UT/ local authority.

- (f) Social distancing shall be followed by all persons in public places/work places and in transport.
- (g) Provision for thermal screening, hand wash and sanitizer shall be made at all entry and exit points and common areas.
- (h) Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- (i) 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.
- (j) Persons with Disabilities and Pregnant women employees, shall be exempted from attending office, but are required to work from home.
- (k) Lunch breaks of the staff are to be staggered.
- (l) The employees allowed to work from home shall not leave stations, without prior permission from the office.
- (m) Any matter which requires utmost attention shall be forwarded through SMS alerts or email to the next officer in the channel.
- (n) Officers working from home should attend office, if called for any exigency of work.
- (o) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.


04/01/2022

(Jagdish Rajesh)

Assistant Director General (Administration)

All Directors/Directors-in-charge of Permanent Institute /Centres of ICMR

Copy to:

1. PS to DG/ Addl. DG/Sr. DDG (A)/Sr. FA
2. All Divisional Heads
3. DDG(A)
4. ADG(A)/ADG(F)
5. Dr. L.K. Sharma, Scientist 'E'-soft copy of the same has been mailed at your email ID (sharma.lk@icmr.gov.in) for website upload.