



NORTH CENTRAL RAILWAY
Subedarganj
Prayagraj-211015

No. 797-E/Policy/2020/Misc/COVID_19

Dated: 19.04.2020

All PHODs/HODs, NCR HQ office, Prayagraj

Sub: Reporting of Officials in Administrative Offices of North Central Railway.

Ref: i) Ministry of Home Affairs's order No. 40-3/2020-DM-I(A) dated 15.04.2020.
ii) DOPT's office memorandum No. 11013/92014-Estt.A.III Dated 16/17.03.2020.
iii) Railway Board's letter No. 2020/Safety/DM/6/14 dated 15.04.2020

- 1.0 Ministry of Home Affairs, vide their order cited above, have issued detailed guidelines with regard to activities which are to come into effect with effect from 20th April, 2020.
- 2.0 In terms of Para 18 of the consolidated revised guidelines on the measures to be taken by the Ministries, Administrative offices in NCR lying in the green zone (as defined by the State Government) are to remain open/functional from Monday the 20th April, 2020 onwards till the lock down period with 100 % attendance of officers of the level of JAG and above, and the staff upto 33% as per requirement. These guidelines shall be subject to revisions as per directives of State Government.
- 3.0 Accordingly, all Officers of the level of JAG and above may attend office regularly from 20th April onwards. As regards staff, PHODs may prepare the roster of staff who may be called for attending duties so as to ensure smooth working of office. While preparing roster, it may be ensured that not more than 33% staff attends office as per requirement. Those staff who are not called for duty would work from home and will be available all times on mobile phones.
- 3.1 However, those residing in Hotspot areas/Containment zones as demarcated by State/District Administration shall not attend office. They will work from home and will be available at all times on mobile phones.
- 4.0 Further all officers and staff may preferably travel in their own self driven Vehicles with their official ID cards which may be shown to the Police personnel whenever required, as Railway Identity Cards will qualify as valid passes for movement.
- 5.0 However, all offices which have been operational during the lockdown period for providing essential services will continue to function as earlier.
- 6.0 In view of Annexure-I & II of the MHA's order dated 15.04.2020, following guidelines are also required to be followed strictly by all Officers/staff:-

PUBLIC SPACES

1. Wearing of face cover is compulsory throughout the travel and working hours.
2. Social distancing has to be followed by every Railway personnel out for work.
3. No gathering (within 6 feet) of more than two persons are to be allowed.
4. Use gloves as far as possible while touching public utilities.

WORK SPACES

1. If any Staff/Officer has any symptom of Covid 19, he/she should not come to office/work place.
2. Large meetings are not to be allowed. Large gathering/meetings of 10 or more people are to be discouraged . Seating arrangements are to be made ensuring the distance of atleast 6 feet in the unavoidable meeting and training sessions.

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3. As far as possible use of lifts in office premises is to be avoided. Not more than 2/4 persons (depending on size of lift) will be allowed to travel in lifts. Use of staircase for climbing should be encouraged.
4. Provision of hand wash and sanitizer will be made at all entry and exit points and common areas.
5. There should be strict ban of Gutka, Tobacco etc. and spitting should be strictly prohibited.
6. Non-essential visitors should not be allowed at the work place.
7. In HQ office, it will be responsibility of concerned P/CHODs to ensure that:
 - a) Only bare minimum essential staff from Gr. 'D'/'C' and officers of JS/SS have been called to work in their offices (Maximum 33%)
 - b) All the guidelines issued by GOI are followed in their office complex.
8. Sanitisation of work place should be ensured between shifts, dully staggering staff timing.
9. All vehicles and machinery entering the office premise should be disinfected by spray mandatorily.
10. Mandatory thermal screening of everyone entering and exiting the work place are to be done.
11. Officers/employees are required to show Aarogya Setu App while entering workplace. The app should show green. Any unsafe person should not be allowed in office premises. In case of officials without smartphones, their temprature may be recorded.
12. Sanitizer should be provided in adequate quantity in all offices.
13. All workplaces are to be completely sanitized every day in the morning. For shift-working, sanitization is to be ensured between each shift.
14. E-office is to be used to the extent possible. Communications via email, mobile etc. are to be done in place of physical dak.
15. No physical meeting should be organised during the restricted period. If required, video conferences may be called and attended from own desk.
16. Lunch break is to be staggered so that social distancing is ensured. Officer/staff may carry lunch with them.
17. All Inward documents/files/daks being delivered to the office shall be kept in a box at the reception desk itself. The bearer need not to go inside.
18. Strict monitoring and compliance of these guidelines are to be ensured by all concerned.

Similar guidelines may also be issued by the divisions taking into account the local conditions. DRMs should maintain constant communication with the local authorities and if it is considered necessary to change these guidelines it should be done in consultation with the headquarters office.

This is issued with the approval of General Manager.



(H.N. Choudhary)
Dy. CPO/C/NCR
for General Manager

Copy to:

1. **Secretary to GM for kind information of General Manager.**
2. **PS-I to AGM for kind information of AGM.**
3. **Divisional Railway Managers AGRA, JHANSI & PRAYAGRAJ.**
4. **General Secretary all Recognised Union and Associations.**