

URGENT
OUT TODAY

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

RBE No. 34/2020

No. 2020/E(LL)/HER/3

New Delhi, dated: 19.03.2020

The General Managers (P)
All Zonal Railways
PUs, Metro Kolkata and RDSO Lucknow, NAIR.

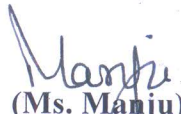
Sub: Preventive measures to contain the spread of COVID-19 – Working hours.

Ref: Board's letter No. 2020/E(LR)III/Misc/1 dated 18.03.2020

In continuation of Board's letter referred above, please find enclosed a copy of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training's OM No. 11013/9/2014-Estt(A-III) dated 19.03.2020 regarding preventive measures to be taken to contain the spread of Coronavirus (COVID-19) for information and necessary action.

2. All concerned GMs/DGs are requested to implement the above instructions in letter and spirit. While implementing the instructions, it may also be ensured that official work is not disturbed or affected.
3. Action taken in the matter shall be advised to Board's office on a regular basis.

DA: As above


(Ms. Manju)
Director/Estt. (LL)
Railway Board

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-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

