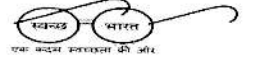




दक्षिण पूर्व मध्य रेलवे  
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004  
HEAD QUARTER PERSONNEL DEPARTMENT, 1<sup>ST</sup> FLOOR, GM's OFFICE, BILASPUR (C.G.)  
495004

No.P-HQ/RUL/125/ 3(Vol-II)/ 8892

Dt:23.03.2020

All Section Incharge PCPO's Office,  
SECR/BSP.

**Sub: Preventive measures to contain the spread of COVID-19.**

Ref: (1) This office letter of even no.dt.20.03.2020.

(2) Estt Rule No. 48/2020.

In Supersession of earlier instructions issued vide letters under reference; the following further instructions are issued:

- (i) It has been decided that PCPO office should run with skeletal man power from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020.
- (ii) Only Bills Section and settlement section will function during the above period. Ch. OS/Bills may decide the requirement of staff keeping in mind that bare minimum staff should be called for duty. The staff working from home should do their work in IPAS, if possible.
- (iii) Only two Peons, One for Key Duty and another for General Duty should be booked. Ch OS(P) should ensure the same.
- (iv) All staff and officers should work from home and should remain available on telephone and electronic means of communication at all times. They should attend office if called for in case of any exigencies of work.
- (v) Ch.S&WI Ruling and OS/Ruling should report for duty as and when called for.
- (vi) All staff and officers working from home are advised to strictly remain at home and not move out. Staying at home would safeguard the community, themselves and their families.

Hafis Mohamed  
Dy Chief Personnel Officer(HQ)  
For Principal Chief Personnel Officer

Copy to Sr DPO/BSP,R,NGP, Dy CPO/Con, Chairman/RRC, WPO/WRS, AWPO/MIB,  
APO/GSD/R for information and similar action in their units/offices .

For Principal Chief Personnel Officer