



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



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मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEADQUARTER, PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

No: P-HQ/RUL/125/3(Vol.II)/8904

Dated: 18.04.2020

PHODs/CHODs
CAO(Con), DRMs
CWMs, Chairmen RRB/RRC
South East Central Railway
BILASPUR / RAIPUR / NAGPUR

Sub: Preventive measures to contain the spread of COVID-19 –
functioning of offices from 20.04.2020

Ref: i) Ministry of Home Affairs' letter No.40-3/2020-DM-I(A) dt 15.4.2020
ii) Railway Board's letter No. 2020/Safety/DM6/14 dt 15.4.2020
circulated vide CSO's letter No. CSO/SECR/Safety/169A dated
17.04.2020.

Ministry of Home Affairs vide above referred letter has issued detailed guidelines with regard to activities that can come into effect from 20.04.2020. Para 18 of the above letter stipulates as under: -

18. *Offices of the Government of India, its Autonomous/ Subordinate Offices will remain open, as mentioned below: -*
 - i) *Defence, Central Armed Police Forces, Health and Family Welfare, Disaster management and Early Warning Agencies (IMD, INCOIS, SASE and National Centre of Seismology, CWC), National Informatics Centre (NIC), Food Corporation of India (FCI), NCC, Nehru Yuva Kendras (NYKs) and Customs to function without any restriction.*
 - ii) *Other Ministries and Departments, and offices under their control, are to function with 100% attendance of Dy. Secretary and levels above that. Remaining officers and staff to attend upto 33% as per requirement.*
2. Accordingly all officers of the level of JA Grade and above may attend office regularly with effect from 20.04.2020. So far as Officers below JA Grade and staff are concerned, PHOD/HOD/DRMs may work out the requirements for attending duties in order to ensure smooth functioning of office. Face covers/masks are to be compulsorily worn and sanitizers to be liberally used by staff while maintaining social distancing.
3. It may, however, be ensured that the attendance of staff should only be upto 33% of strength. Staff who are residing in containment zones/clusters as demarcated by the State/District administration will not attend office. Staff who are not called for duty should work from home and be available at all times on mobile phones. While preparing the rosters for the staff attending office, it

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may be ensured that proper rotation is maintained keeping in mind that staff who are residing at greater distances from office may not be required to attend office unless it is unavoidable. Similarly, staff suffering from comorbid conditions may also be permitted to work from home unless unavoidable.

4. Railway Board vide letter No. 2018/M(PU)/1/1-Misc dated 15.04.2020 extended the duration of closure of all Production Units and Zonal Railway Workshops upto 19.04.2020. Workshops and Stores Depots of SECR now will be functional with effect from 20.04.2020 with limited working related to maintaining essential activities for train operation, subject to extant instructions of local administration, if any.
5. However, all offices which have been operational during the lockdown period for providing essential services will continue to function as earlier.
6. The guidelines issued by the Ministry of Home Affairs and the protocols formulated should be strictly followed.
7. Attention is also drawn to the guidelines as indicated in Annexure I & II of Ministry of Home Affairs letter dated 15.04.2020. PHOD/DRM/CWMs may ensure that these are followed in letter and spirit.
8. Due compliance of the above mentioned orders and guidelines may please be ensured and advisory, instructions and orders issued from time to time by Ministry of Home Affairs, Ministry of Health & Family Welfare as well as State Authorities may also be scrupulously followed.
9. DRMs/CWMs may remain in constant touch with District Administration to take any necessary action which may be required in view of any changed circumstances.

This has the approval of competent authority.



(Sukhbir Singh)

Principal Chief Personnel Officer

- Copy to i) Secretary to GM, for kind information of General Manager
ii) Secretary AGM, for kind information of AGM
III) GS – SECRMC, SECRSCSTREA, SECROBCA