

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Administration I Section)

A.11013/1/2021-Admn.I

Dated: 22.04.2021

Office Memorandum

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

In pursuance of the O.M. No. Z-28015/16/2020 dated 19.04.2021 issued by the Ministry of Health and Family Welfare wherein to follow MoHFW order the instructions/guidelines are issued for strict compliance due to the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread:

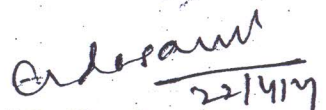
Accordingly, with the approval of Director, NIHFV it has been decided that:

- a. Physical attendance of the officers of the level of Under Secretary or equivalent i.e. in the pay level of 11 and below to be restricted to 50% of the actual strength in all Departments/Sections and projects. Head of the Department/Sectional Head can call more than 50% physical attendance of any of the categories of officials, if required due to administrative exigencies.
- b. All the officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- c. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from ~~him~~^{home}, until further orders.
- d. The officers of the pay level 12 and above i.e. Deputy Secretary, equivalent and above are to attend office on regular basis.
- e. All the HoD/Sectional Heads are therefore directed to prepare the rosters of the staff working under them upto the pay level 11 and below at the earliest and submit in the office of Dy. Director (Admn.) latest by 23.02.2021.
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- f. All the HoDs, Sectional Heads are thereby directed to ensure to regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- g. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.

- h. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- i. Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking area is to be strictly avoided.
- j. In compliance of OM No. 11013/9/2014-Estt.A-III dated 6.4.2021, all employees, project staff students etc. of the age of 45 years and above are advised to get themselves vaccinated.
- k. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
- l. No plea of any department/section/projects regarding pendency of any urgent or time bound assignment due to the 50% presence of staff shall be considered, hence all HoDs/Nodal Officers/Sectional Heads needs to ensure of completion of the work related to their departments/Sections/Projects.

The above instructions/guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

This issues with the approval of Director, NIHFV.


(J.P. Shivdasani)
Actg. Dy. Director (Admn.)

Copy to:

1. All Head of Departments/Section Heads/Nodal Officers of the various projects.
2. SPA to Director, NIHFV
3. PA to Dy. Director (Admn.), NIHFV.
4. ✓ Incharge, Computer Centre, with a request to upload this O.M. on the website of the Institute.