

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

No.A.11013/1/2021-Admn.I
Dated: 21.06.2021

Office Memorandum

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

In continuation of O.M. of even no. dated 30.04.2021, 06.05.2021 and 14.06.2021 the physical attendance will continue in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Head of Departments/Sectional Heads/Nodal Officers/Incharge at present w.e.f. 16.06.2021 to 30.06.2021. Head of Departments/Sectional Heads/Nodal Officers/Incharge can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required due to administrative exigencies.

2. It may also be noted that all the HODs/Sectional Heads should ensure that physical attendance of staff should not be more than 04 in numbers. In case room is congested 50% attendance may be made applicable and to see that all their activities are completed in time. However, in case if there are less staff in a room all shall attend the office.
3. All Government servants at the level of Under Secretary and above to attend office on all working days. Other terms and conditions will remain unchanged.
4. This issues with the approval of Director, NIHFV.



(Nidhi Kesarwani, IAS)
Dy. Director (Admn.)

Copy to:

1. All Head of Departments/Section Heads/Nodal Officers of the various projects/ Incharge.
2. SPA to Director, NIHFV
3. PA to Dy. Director (Admn.), NIHFV.