

**MOST IMMEDIATE**

भारत सरकार/Government of India  
परमाणु ऊर्जा विभाग/Department of Atomic Energy  
सचिवालय समन्वय अनुभाग/Secretariat Coordination Section

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No.16/6/2020-SCS/ 4016

March 23, 2020

**परिपत्र / Circular**

**Subject: Preventive measures to contain the spread of COVID-19 – Regarding.**

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The copies of DoPT OM No.11013/9/2014-Estt-(A-III) and DPE OM No.10037/2014-GM-FTS-1867 both dated 22.03.2020 on the captioned subject is forwarded herewith for information and further necessary action. In this connection the following additional instructions are issued for strict compliance:

- i) The instructions issued by DoPT and DPE vide their afore stated OMs dated 22.03.2020 are reiterated for drawing of roster of staff from 23.03.2020 until 31.03.2020 for Units/PSUs/Aided Institutions of DAE.
- ii) All Head of Units/PSUs/Aided Institutions of DAE shall identify the “essential services” and the “essential staff” such as essential plant operations, medical, security, cleaning staff etc., for manning the “essential services” and intimate the same to this Department.
- iii) For “essential staff”, adequate transportation and food arrangements are required to be made by the respective Units/PSUs/Aided Institutions of DAE. The Units/PSUs/Aided Institutions shall issue “Authorization Letters/Communications” to their “essential services staff/contractors” for producing the same to the concerned authorities, if required. Adequate protective measures like sanitizers, face masks etc. may be provided to such essential staff.
- iv) Salary for the month of March, 2020, payable on the due date may be drawn on provisional basis, (excluding claims like TA/Medical etc.) and appropriate arrangements shall be made by the respective Units/PSUs/Aided Institutions of DAE for disbursement of the same. Recovery/payment, if any, shall be adjusted in the subsequent month.
- v) All Head of Units/PSUs/Aided Institutions of DAE shall assign tasks to their Scientific Staff which can be performed from home by assigning appropriate timelines. Feedback from such employees may be obtained at regular intervals.

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- vi) No proposal for deputation abroad shall be processed until further orders. As far as possible, meetings/conferences shall be held through Video Conferencing (VC).
- vii) Instructions issued by the local authorities such as, respective State Governments/Municipal Bodies or any other such statutory bodies, regarding preventive measures on COVID-19, may be adhered to.
- viii) All Head of Units/PSUs/Aided Institutions of DAE shall ensure adequate supply of medicines under their jurisdiction. If equipments like ventilators, oxygen cylinders etc., are required, these may be procured with the approval respective Head of Units/PSUs/Aided Institutions of DAE. However, ex-post facto approval of the Competent Authority shall be obtained wherever required.
- ix) Entry to colonies of DAE Units may be restricted to necessary persons and the security staff shall ensure the same by providing adequate respect to the persons requesting entry.
- x) All Head of Units/PSUs/Aided Institutions shall furnish "Situation Report" everyday to Joint Secretary (A&A), DAE [email: [jsaa@dae.gov.in](mailto:jsaa@dae.gov.in)] and Inspector General (Security), DAE [email: [ig@dae.gov.in](mailto:ig@dae.gov.in)] providing feedback about general conditions about their Units/colonies.
- xi) Unit Heads may contact respective Joint Secretary or Chairman, AEC if felt necessary. Contact may also be made by SMS.

2. This issues with the approval of Secretary, DAE.

**Encl: Two Pages.**

  
(Sanjay Kumar)  
Joint Secretary(A&A)

**All Heads of Constituent Units /PSUs/ Aided Institutions of DAE**

Copy also to:

1. All Administrative Heads of Units / PSUs/Aided Institutions of DAE
2. All Joint Secretaries/CCA/IG(S)/Head, NCPW/OSD BS, New Delhi
3. Under Secretary (Adm.), DAE – For further necessary action in respect of DAE Secretariat
4. Head, CISD, DAE – For uploading the above communication in DAE Website
5. All Officers and Sections in DAE Secretariat – through DARPAN
6. Secretary, Staff Site, DAE Departmental Council.

F. No.11013/9/2014-Estt-(A-III)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi  
Dated 22.03.2020

OFFICE MEMORANDUM

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

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be 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.
  - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
  - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
  - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.

  
22/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

- 1. All the Ministries and Departments of Government of India
- 2. PMO/Cabinet Secretariat
- 3. PS to MoS(PP)
- 4. PSO to Secretary (Personnel)
- 5. Sr. Technical Director. NIC, DoPT

**DPE- No 10037/2014-GM-FTS-1867**  
**Government of India**  
**Ministry of Heavy Industries & Public Enterprises**  
**Department of Public Enterprises**  
**Public Enterprises Bhawan,**

**Block no. 14, CGO complex, Lodhi Road, New Delhi-110003.**

**Dated 22nd<sup>th</sup> March, 2020**

**OFFICE MEMORANDUM**

**Subject: Preventive measures to be taken to contain the spread of COVID19 by the Central Public Sector Enterprises (CPSEs).**

In view of Department of Personnel & Training OM no. 11013/9/2014-Estt-(A-III) dated 22.03.2020, on the above-mentioned subject, the following further directions are issued:

- (i) Heads of CPSEs may draw up a Roster of Staff (all officers and employees, including executives, non-executives, consultants, contractual and outsourced employees) who are required to render essential services within each CPSE (Keeping in view the work/production exigencies). They alone may be asked to attend the Office/Unit from 23<sup>rd</sup> March until 31<sup>st</sup> March, 2020. In other words, the CPSEs should function with skeletal staff. The officials who are working from home should be 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.
- (ii) **These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.**
- (iii) These instructions shall be applicable with immediate effect.

2 All administrative Ministries/Departments concerned with the CPSEs are requested to advise their respective CPSEs suitably in this regard and obtain a compliance report from them



(Pavanesh Kr Sharma)

Deputy Secretary to the Government of India

Tel : 01 1-2436-3066