



No. A.15018/1/2018-Ad.I (PF)  
भारत सरकार / Government of India  
गृह मंत्रालय / Ministry of Home Affairs  
समन्वय निदेशालय पुलिस बेतार  
Directorate of Coordination Police Wireless



Block No.9, CGO Complex  
Lodhi Road, New Delhi-3.  
Date: 07<sup>th</sup> January, 2022

**Office Memorandum**

**Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)-suspension of Biometric attendance etc. regarding.**

In pursuance to DoPT's Office Memorandum F. No.11013/9/2014-Estt.A-III dated 03.01.2022 on the subject mentioned above, refer to DoPT's OM of even number dated 01.11.2021 regarding biometric attendance, it has been decided to suspend the marking of biometric attendance in Aadhar Based Biometric Attendance System in all Ministries/Departments of the Government of India, including its attached/ subordinate offices, with immediate effect till 31.01.2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually.

2. In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under with immediate effect till 31.01.2022:-

(i) Physical attendance of Government Servants below the level of Deputy Director shall be restricted to 50% of the actual overall strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.

(ii) All officers of the level of Deputy Director & above are to attend office on regular basis.

(iii) Persons with Disabilities and Pregnant women employees may be exempted from attending office but are required to work from home.

(iv) The officers/ staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:

(a) 9.00 A.M. to 5.30 P.M.

(b) 10.00 A.M. to 6.30 P.M.

(v) All officers/staff residing in the containment zones shall be exempted from coming to office till the containment zone is de-notified.

(vi) Those officers/staff who are not attending office and working from home shall be available on telephone and other electronics means of communication at all times.

(vii) Meetings, as far as possible, shall be conducted through video- conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

(viii) All officers/staff have to ensure strict compliance with covid-appropriate behaviour viz. frequent washing of hands/ sanitization, wearing of mask/face cover, observing social distancing at all times.

P.T.O.

(ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. Crowding in corridors, canteens etc . are to be strictly avoided.

3. This issues with the approval of Director, DCPW.

  
(Piyush Goyal)

Joint Assistant Director (Admn)

To

1. PPS to Director
2. Joint Director(Trg.) / Joint Director(C) / Joint Director(A) / Joint Director(Cy)
3. JD(Trg) / DD(Polnet-Hub): to ensure compliance at CPRTI / Polnet-Hub.
4. AD/JAD/SS ISPW Stations: for compliance.
5. All Officers / officials DCPW HQ. / ISPW Stations
6. AD (IT): for uploading on DCPW website.
7. File