



भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
(रेलवे बोर्ड) Railway Board

Office Order No.63 of 2020

**Sub: Preventive Measures to contain the spread of COVID-19—
Attendance regarding**

Attention is invited to Office Order No.47 of 2020 on the above subject. Subsequent to Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 29.07.2020 related to phased re-opening (Unlock-3), it has been decided that henceforth all officer of the level of JD and above may attend Office regularly and others(below JD level) as per roster so as to ensure that 50% of officers and staff attend office on every alternate days with staggered timings until further orders.

1.1 In addition to above, depending on requirement/exigencies of work, staff /officer may be called for attending Office over and above 50 % of the strength.

2. Other instructions as contained in Office Order No.45 of 2020 particularly with regard to social distancing norms viz distance of at least one meter between two officials, health and hygiene etc to be observed at work place, functional requirement for physical attendance particularly in respect of MTS and other supporting staff etc are to be invariably adhered to by all officials and to be ensured by the controlling officer.

3. Suitable directive may be issued to all subordinate officials by the Controlling officer for strict compliance of above instructions.

E. No.2020/O&M/9/1

Dated: 24 .08.2020

(B. Majumdar)

Joint Secretary/Railway Board

All Officers and Staff of Board's Office and at Dayabasti, New Delhi.

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