एमएमटीसी
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MMTC
LIMITED
भारत सरकार का उपक्रम
A GOVT. OF INDIA ENTERPRISE
touching lives, adding value

MMTC LIMITED :: SCOPE COMPLEX :: NEW DELHI

No. MMTC/P(SCI)/COVID-19/2020 **Date: February 7, 2022**

Personnel Division
(SC-I Section)

Office Order No. SCI/22/2022

Sub: Opening of MMTC Offices in Delhi.

DoPT, vide OM F. No. 11013/9/2014-Estt.A-III dated 31.01.2022 on preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of officials referred the DoPT OM dated 03.01.2022 and state that the instructions issued will remain in force upto 15.02.2022 or till further orders, whichever is earlier.

Whereas DoPT, OM F. No. 11013/9/2014-Estt.A-III, dated 06.02.2022 regarding "Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Government officials regarding" referred the OM F.No. 11013/9/2014-Estt.A-III dated 03.01.2022 and stated that in view of decline in the number of COVID cases and positivity rate, it has been decided that employees at all levels, without any exemption, shall attend office on regular basis with effect from 07.02.2022. Heads of Department shall also ensure that employees wear masks at all times and continue to follow covid-appropriate behaviors strictly.

Considering the above, it has been decided by the Competent Authority that employees at all levels of MMTC, without any exemption, shall attend office on regular basis with immediate effect.

To avoid congestion and ensuring social distancing MMTC's Offices shall be functioning in a staggered manner as per the time schedule given below :-

09.30 AM to 5.30 PM; and
11.00 AM to 7.00PM

Further, all are advised to be extremely careful and strictly follow COVID protocols issued by the government from time to time. All employees to mandatorily use face mask, maintain high level of personal hygiene (frequent washing of hand / use sanitizer) and maintain social distancing norms at all places within the office premises.

This issues with the approval of Competent Authority.

Encl :- DoPT OM dated 06.02.2022

(A. N. Gaur)
General Manager (P)

Copy to:

1. CMD's Sectt. / PS to Directors / CVO / Co. Secy.
2. All CGMs / GMs at CO and Regional Offices.
3. The Secy. General, Fedn. - MMTCOA, DRO / SC/ST Emp. Welfare Association / MMTCEU, New Delhi.
4. AGM (Systems) – with a request to upload the order on MMTC's Intranet and Employee Corner of MMTC Website.
5. Office Order File.

F. No. 11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi – 110001
Dated the 6th February, 2022

OFFICE MEMORANDUM

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

The undersigned is directed to refer to this Department's OMs of even no. dated 03.01.2022 and 31.01.2022 on the above mentioned subject and to state that, in view of decline in the number of COVID cases and positivity rate, it has been decided that employees at all levels, without any exemption, shall attend office on regular basis with effect from 7th February, 2022. Heads of Department shall also ensure that employees wear masks at all times and continue to follow covid-appropriate behaviors strictly.

6/2/2022

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To

1. All the Ministries/ Department, Government of India
2. PMO/. Cabinet Secretariat
3. PS to Hon'ble MoS (PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Director, NIC, DoPT – for uploading