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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: January 04, 2022**

Personnel Division
(SC-I Section)

Office Order No. SCI/1/2022

Sub: Opening of Office in MMTC.

Reference is invited to Ministry of Home Aaffairs Order No. F.40-3/2020-DM-I(A) dated 27.12.2021 and DoPT OM F. No. 11013/9/2014-Estt.A-III dated 03.01.2022 on "Preventive measures to contain the spared of Novel Coronavirus (COVID-19)" – regarding Attendance of officials, notified the guidelines are directed to ensure strict compliance of instructions on COVID appropriate behavior issued by MHA, MoH&FW and DoP&T and for regulating the attendance with immediate effect till 31st January'2022 :-

Considering the above, the working of MMTC Offices shall now be regulated as per the following guidelines in respect of officials working in Corporate Office and Delhi Regional Office :-

a) 50% of employees (Chief Office Manager & equivalent and below) will attend office as per the requirement to be decided by the respective Divisional Heads at CO/Regional Office In-charge, DRO. The balance 50% employee shall continue to "Work from Home" and shall be available on telephone, e-mail, Whatsapp, etc. No employee will be allowed to leave his headquarter without prior permission.

b) Divisional Heads at CO and DRO In-charge will prepare a roster in respect of Staff Cadre employees and will communicate the same to the concerned employees for attending the office as per the roster.

c) Employees who are advised by the Divisional Heads to attend office will be treated as absent if they do not attend the office without any valid reason except so granted in this order.

d) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but required to work from home.

e) All Officers (Deputy Manager and above) will attend Office (except those on sanctioned leave).

f) All officers / staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

g) 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 M to 5.30 PM; and
11.00 AM to 7.00PM

h) All employees need to be extremely careful and strictly follow COVID protocols issued by the government while attending the office. All

employees to mandatorily use face mask properly, maintain high level of personal hygiene (frequent washing of hand / use sanitizer) and maintain social distancing norms at all places within the office premises.

i) Administration Division of all offices to undertake proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. Divisional Heads may also ensure non crowding in corridors, pantry etc.

j) Other Regional / Sub-Regional Offices will be governed by the directions / guidelines issued by their respective District Administration/State Government.

k) This order comes into force with immediate effect and shall remain in force till the time revised orders are issued.

This issues with the approval of Competent Authority.

Encl :- 1. DoPT Order dated 03.01.2022
2. MHA Order dated 27.12.2021

(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.
6. Time Office
7. Notice Board.

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
Dated the 31st January, 2022.

OFFICE MEMORANDUM

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

Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27th December, 2021.

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 31st January, 2022 :-

(i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual 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 Under Secretary & above are to attend office on regular basis.

(iii) Persons with Disabilities and Pregnant women employees shall 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 indicted 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 zone shall be exempted from coming to offices till the containment zone is denotifed.

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

(vii) Meeting, as far as possible, shall be conducted on 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 behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.

(ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

3/1/2022

(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001
Dated 27th December, 2021

ORDER

Whereas, an Order of even number dated 28th September 2021, was issued to ensure compliance with the containment measures for COVID-19, as conveyed *vide* Ministry of Health & Family Welfare (MoHFW) DO letter No. Z.28015/85/2021-DM Cell, dated 21st September, 2021, which was further extended for a period upto 31.12.2021 *vide* Order of even number, dated 30.11.2021;

And whereas, in view of the initial signs of surge in cases of COVID-19 as well as increased detection of the Variant of Concern (VoC), 'Omicron', in different parts of the country, MoHFW vide D.O. letter No. Z.28015/318/21-EMR, dated 21st December, 2021, has issued an advisory to all the States and Union Territories (UTs), prescribing a normative framework for taking evidence based containment measures at district/ local level;

Whereas, in exercise of the powers conferred under section 6(2)(i) of the Disaster Management Act, 2005 (DM Act), the National Disaster Management Authority (NDMA) has directed the undersigned to issue an Order, for containment of COVID-19 in the country;

Now, therefore, in exercise of the powers, conferred under Section 10(2)(l) of the DM Act, the undersigned, hereby directs the State/ UT Governments and State/ UT Authorities to consider implementation of the normative framework, as conveyed *vide* aforesaid MoHFW advisory, dated 21st December, 2021, as per **Annexure-I**, until 31.01.2022. States/ UTs will take necessary measures, under the relevant provisions of the DM Act. It is further directed that:

(i) The National Directives for COVID-19 Management, as specified in **Annexure II**, shall continue to be strictly followed throughout the country.

(ii) All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.

(iii) Any person violating these measures will be liable to be proceeded against as per the provisions of Sections 51 to 60 of the DM Act, besides legal action under Section 188 of the IPC, and other legal provisions, as applicable.

27/12/2021

Union Home Secretary
and, Chairperson, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
   (As per list attached)

Copy to:

i. All Members of the National Executive Committee

ii. Member Secretary, National Disaster Management Authority

Annexure-I

राष्ट्रीय स्वास्थ्य मिशन

सत्यमेव जयते

Azadi Ka Amrit Mahotsav

राजेश भूषण, आईएएस
सचिव

RAJESH BHUSHAN, IAS
SECRETARY

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare

D.O.No.Z.28015/318/21-EMR
21 December, 2021

Dear Colleague,

This is regarding the measures that need to be taken in view of initial signs of surge in cases of Covid-19 as well as increased detection of the Variant of Concern (VoC), 'Omicron' in different parts of the country.

2. In this context kindly recall this Ministry's earlier guidance shared with States/UTs on multiple occasions regarding the recommended strategies for containment and restrictions, keeping the District as a unit.

3. At the **district level** there should be constant review of emerging data regarding the population affected by COVID-19, geographical spread, hospital infrastructure and its utilization, manpower, notifying Containment Zones, enforcement of perimeter of containment zones etc. This evidence should be the basis for effective decision making at the district level itself. Such a strategy ensures that infection is contained at the local level itself before it spreads to other parts of the state.

4. The main elements of the framework to be used by States and UTs to facilitate decision making at the District Level are as follows:

i) Test positivity of 10% or more in the last one week
OR
ii) Bed occupancy of 40% or more on oxygen supported or ICU beds

In case any one of these parameters are met in any District, district level containment measures and restrictions may be put in place forthwith. Equally important, the restrictions must be strictly enforced.

5. Based on current scientific evidence, the VOC Omicron is at least 3 times more transmissible than the Delta VOC. Besides, the Delta VOC is still present in different parts of the country. Hence, even greater foresight, data analysis, dynamic decision making and strict & prompt containment action is required at the local and district level. The decision making at the State/UT and district level must be very prompt and focussed.

6. The template above provides a normative framework. However, based on the **local situation** and population characteristics such as density etc., and keeping in mind the higher transmissibility of Omicron, States/UTs can take containment measures and restrictions **even before these thresholds** are reached.

7. Some of the **strategic areas of intervention** focusing on containment, test, track, surveillance, clinical management, vaccination and Covid Appropriate Behaviour to be taken up are as follows:

A -**Containment**: imposition of night curfew, strict regulation of large gatherings, curtailing numbers in marriages and funerals, restricting numbers in offices, industries, public transport etc. In case of all new clusters of Covid positive cases, prompt notification of "Containment Zones", "Buffer Zones" should be done, strict perimeter control of Containment Zone as per extant guidelines must be ensured. All cluster samples must be sent to INSACOG Labs for Genome Sequencing without delay.

B- **Testing and surveillance**: testing as per ICMR and MoHFW guidelines, door to door case search, testing of all SARI/ILI and vulnerable/co-morbid people, ensuring right proportion of RT-PCR tests in total tests being conducted daily, contact tracing of all Covid positive persons & their timely testing, utilizing the access to "AIR SUVIDHA" Portal by State Surveillance Officers (SSOs) & District Surveillance Officers (DSOs) to monitor the international passengers who have arrived in their States & Districts etc.

C- **Clinical Management**: increase bed capacity, other logistics like ambulances, mechanism for seamless shifting of patients, availability and operational readiness of oxygen equipments, buffer stock of drugs to be ensured by prompt utilization of Emergency Covid Response Package (ECRP-II) funds released by Central Government & other available resources etc. The existing National Clinical Management Protocol remains unchanged for Omicron.

Ensure stringent enforcement of home isolation as per extant guidelines. This would include among others: customized kit for persons undergoing home isolation, their regular monitoring through call centers as well as home visits etc. This will be a very critical activity in the days to come specially to ensure that persons under home isolation do not spread the virus to others in view of its higher transmissibility.

D- **Vaccination:** ensure 100% coverage of left out first and second dose eligible beneficiaries in an accelerated manner. Special focus to be given to those districts where the first & second dose coverage is less than the national average. The door-to-door vaccination campaign need to be strengthened.

E- **Community engagement and Covid Appropriate Behaviour**: Ensure advance engagement and information so that there is no misinformation or panic, transparent communication on hospital and testing infrastructure availability, regular press briefings etc. Participation of community backed by strict enforcement is necessary for ensuring Covid Appropriate Behaviour.

8. Kindly activate the War rooms/EOCs and keep analyzing all trends and surges, no matter how small and keep taking proactive action at the district/local level.

Regular reviews with field officers and proactive action in this regard will definitely control the spread of infection and flatten the curve.

Warm Regards.

Yours sincerely

(Rajesh Bhushan)

Chief Secretary/Administrator of all States / UTs

Annexure II

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face covering:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.

2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (*2 gaz ki doori*) in public places.

   Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.

5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.

6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.

7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.

8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.