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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: August 4, 2021**

Personnel Division
(SC-I Section)

Office Order No. SCI/131/2021

Sub: Opening of Office in MMTC.

Reference is invited to Office Order No. SCI/75/2021 dated 06.06.2021 and SCI/94/2021 dated 24.06.2021 wherein 'Work from Home" instructions were issued by the Competent Authority with a view to control the Corona Pandemic affecting the State of Delhi till further orders taking into account DDMA Order issued on the said subject.

The COVID situation has been reviewed by the State Government in the NCT Region of Delhi and keeping in view the fact that the situation has improved and the positivity rate has declined, DDMA vide Order No. F.2/07/2020/pt file-III/457 dated 24/07/21 has allowed further opening of essential and permitted activities in a phased manner.

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

a) All Officials (both Officers and Staff) are advised to attend Office (except those on sanctioned leave) from 05.08.2021.

b) 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.

c) The following persons, however, shall be exempted from attending the office and shall continue to "Work from Home":-

   i) Pregnant Women; and
   ii) Persons with physical disability

d) MMTC's Offices shall be functioning in a staggered manner as per the time schedule given below to avoid over-crowding and ensure social distancing :-

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

e) 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, maintain high level of personal

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hygiene (frequent washing of hand / use sanitizer) and maintain social distancing norms at all places within the office premises.

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

g) This order comes into force from 05.08.2021 and shall remain in force till the time revised orders are issued.

This issues with the approval of Competent Authority.

(A.N.GAUR)
GENERAL MANAGER(P)

Encl: DDMA Order No. F.2/07/2020/pt file-III/457 dated 24/07/21

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. Notice Board.