


रक्षा मंत्रालय  
MINISTRY OF DEFENCE  
सं स एवं मुख्य प्रशासन अधिकारी  
(Office of the JS & CAO)

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

A copy of MoD/D(Estt.I/Gp.I) OM No. A-50024/01/2020-D(Estt.I/Gp.I) dated 16 Apr 2021 issuing latest guidelines on the above subject is enclosed herewith for information and necessary action at your end please.

  
(Tarun Kumar Singh)  
Dy Dir, CAO/Coord

Encl: As stated above  
All Branch/Coord of Army HQ/ISOs  
IHQ of MoD(Navy)/DOA(Civ)  
Air HQ/PC(Coord)

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MoD JS & CAO ID No. A/16506/Covid 19/CAO/Coord dated 19 Apr 2021

Copy to :-

All Dy CAOs/Dir DHTI  
Chief Security Officer  
PPS to JS & CAO  
PS to Dir(HR)  
PS to Dir(E&A)  
PS to Dir(Spl Pro & Works)  
PA to Dir(DCW & Trg)

CAO/EDP - For uploading on CAO's official website.

Dated 16<sup>th</sup> April, 2021

OFFICE MEMORANDUM

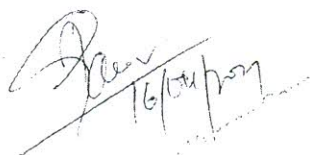
**Subject: Preventive measures to contain the spread of COVID-19 –  
regarding.**

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In view of the unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to take measures to prevent its spread. Accordingly, following instructions/guidelines are issued for strict compliance:-

- (a) Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional/Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds.
- (b) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- (c) All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM – 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors. Roster system by Divisional/Wing Heads to take care of this aspect.
- (d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- (e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (f) All officials who attend office shall strictly follow Covid appropriate behaviors including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (g) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.

Contd./-

  
16/4/2021

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- (h) Meetings, as far as possible, to be conducted through video-conferencing.
- (i) Entry of outsiders/visitors to be curtailed appropriately.
- (j) All employees of the age of 45 years and above are advised to get themselves vaccinated.

2. The above instructions/guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders whichever is earlier.

  
(Ajay Kumar Gaur)

Under Secretary to the Govt. of India

Tele No. 23012846

Under Secretary (D. 10000)  
16/04/2021  
Ministry of Defence, New Delhi  
Genl. P. 10000

To

All Joint Secretary and above level Officers in DoD (including Defence Finance) / DMA / DDP / DESW / DDR&D

Copy to:-

- (i) PS to RM/PS to RRM.
- (ii) Sr.PPS to Defence Secretary / PS to Secretary, DMA / Sr.PPS to Secretary, DESW / PPS to Secretary, DDP / SO to Secretary, DR&D / PPS to Special Secretary (JN) / PPS to FA(DS).
- (iii) All officers & staff in DoD (including Defence Finance) / DMA / DDP / DESW / DR&D.
- (iv) Sr. Tech Director, NIC, MoD.
- (v) US (IT), DoD, MoD with the request to arrange for uploading in the Ministry's website.
- (vi) Guard File.