

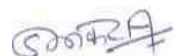
Ref. No. 1(79)/2019 – NIELIT Vol. II/

23/03/2020

OFFICE MEMORANDUM

In continuation of NIELIT Headquarter's OM of even number dated 22/03/2020 regarding preventive measures being taken to contain spread of COVID-19, please find enclosed MeitY's OM No. 17(4)/2020-Pers.I and DoE's OM No. 23(4)/E.Coord/2020 both dated 23/03/2020, circulated herewith, for information and strict compliance keeping in view the spirit of the instructions therein.

Encl. as above



(Janak Raj)
Registrar

To

1. Executive Director/ Director/ Director Incharge, all NIELIT Centres
2. Head of Wings & Section Heads, NIELIT Headquarters
3. Webmaster, NIELIT Headquarters – *for uploading on NIELIT's website*

Copy for kind information to: -

1. CVO, NIELIT
2. The Staff Officer to the Director General, NIELIT

Dated: 23.3.2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19

DOPT vide its OM No. 11013/9/2014-Estt(A-III) dated 22.3.2020 has directed that the offices should run with skeletal staff from 23rd March 2020 to 31st March 2020. A copy of the DOPT OM is attached for reference.

2. Hence, in supersession of all previous orders issued by the Ministry to regulate the attendance of staff in office due to COVID-19, the following instructions are being issued for strict compliance:

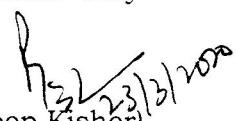
- (a) Transport, Security, Building Maintenance (w.r.t. water supply and electricity), Fire services, Central Registry are categorized as essential services. JS(GA) may decide the deployment of manpower to the barest minimum on rotation basis.
- (b) GCs and Scientist G (who are looking after important projects/programmes/ schemes) may keep in touch with the Office of Secretary/Addl. Secretary/ Joint Secretaries concerned (as the case may be) through mobile telephone, email, etc. and attend office only in cases deemed absolutely essential/unavoidable.
- (c) In view of approaching financial year end, officers/staff concerned in IFD/D&D/PAO would be required to attend office on rotation basis as per the direction of AS&FA.
- (d) All financial proposals to IFD may be submitted through e-Office and in case of exigencies then through email.
- (e) Barest minimum Housekeeping staff would be required to be available in the building on rotation basis. They would be required to be properly sanitized and wear masks & gloves while working in the building.
- (f) Canteen services to be shut down completely except for Tea/Coffee/ Biscuits to be served through the pantries on various floors of the building.
- (g) In case any Officer of the level of Deputy Director and above are required to attend office by GC/JS/AS/Secretary then transport facility would be provided for pick and drop by General Admin. Official vehicles of GCs concerned may also be used in this regard.
- (h) Genl. Admin. may avail of the sanitization facility of official vehicles as arranged by the Govt. of NCT of Delhi.
- (i) Supply of Newspapers/Flower bouquet to be stopped till further orders.
- (j) Regular sanitization of the Electronics Niketan to be carried out by Genl. Admin.

Contd...

- (k) In view of continuing budget session of Parliament Section, officers/staff of Parliament Section would attend office during this period on rotation basis only, keeping the staff strength to the barest minimum.
- (l) GCs and senior officers may obtain VPN connection from NIC Cell at the earliest for smooth functioning of e-office.
- (m) Deployment of personal staff (PPS/PA/Steno/LDC/OA etc.) may be decided by GC/Officer/Division/Section concerned but kept to the barest minimum.
- (n) All Groups to restrict the services of Regular/Contractual MTS to one per Group only (preferably living in the nearby vicinity).
- (o) Officers/staff of MyGov and NeGD dealing with COVID-19 Apps, etc., may work from home preferably and attend office only when absolutely necessary unavoidable as per direction of GC/CEO MyGov/CEO NeGD. Other services may be treated as non-essential and officers/staff concerned may be advised to work from home.
- (p) Consultants, contractual employees, personnel working in PMUs should also work from home and attend office only in cases deemed absolutely unavoidable, as per directions of their GCs.
- (q) Group B&C staff may keep in touch with respective GCs/Reporting/Controlling officers for any essential/unavoidable work.
- (r) Request for undertaking medical procedures, etc., (in AMA cases), credit facility, may be informed over phone or through email to DD(Pers.) (Mobile 9868553765, Email: p.victor@nic.in).

3. The above instructions are not exhaustive, and respective GCs may take a view on further measures to be taken in their respective Group for containing COVID-19. They may also identify absolutely essential work in their respective Group for which Officers/staff concerned may be required to attend office, with due regard to existing lockdown instructions.

4. Heads of Attached Offices/Subordinate/Autonomous/Statutory Bodies may issue similar instructions for compliance of DOPT OM dated 22.3.2020.


(Roop Kishor)
Director (Personnel)
Tele: 24364591

To

- 1. All GCs
- 2. DG(NIC)/DG(STQC)
- 3. CEO(UIDAI)/DG(ICERT)/CCA
- 4. CEO(DIC)/CEO(NeGD)/CEO(MyGov)
- 5. OSD to Secretary
- 6. JD(Genl. Admin.)/JD(Building)
- 7. DD(Pers.)/DD(GC)/Welfare Officer
- 8. DD(ABC) – in r/o Autonomous Bodies under MeitY
- 9. PPS to Secretary/PPS to AS(GS)
- 10. Intra-MeitY Notice Board

OFFICE MEMORANDUM

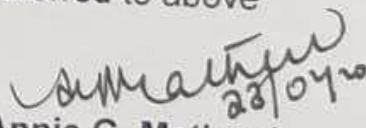
Subject: Functioning of Government Expenditure System during the operation of preventive measures to contain the spread of COVID-19.

Attention is invited to DOPT OM No 11013/9/2014-Estt- (A-III) Dated 22.03.2020 regarding preventive measures to contain the spread of COVID-19.

2. In the present situation, the smooth and normal functioning of the Government Expenditure System is critical to safeguard the public interest. Therefore, the expenditure functions of Government in general and the Integrated Finance Divisions (IFD) of Ministries /Departments and Office of Controller General of Accounts (CGA) in particular, are essential services. Indeed, in certain sectors, the expenditure systems may have to function more quickly than normal to cope with the emerging needs.

3. Accordingly the following clarifications, with specific reference to IFDs & CGA, are issued.

- a. Absence of staff shall not be a reason for any delay or non-functioning of the payment and accounting systems.
- b. Pay and Accounts Offices and other offices dealing with payments shall remain open during working hours.
- c. Financial Advisors and field offices of the CGA (Pr. CCA, CCA, CA, PAO etc) shall attend office as per normal schedule to ensure coordination and supervision and shall issue suitable instructions for the presence of others as necessary to achieve these objectives.
- d. The above shall be kept in view by Financial Advisers and the Office of CGA when drawing up the roster, etc as prescribed in the OM referred to above


(Annie G. Mathew)

Additional Secretary to Government of India

23.03.2020

To

1. CGA
2. All FAs of Ministries / Departments