

**F.N. A-50013/4/2020-Admn-II**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION & BROADCASTING**

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6<sup>th</sup> Floor, A-Wing, Shastri Bhawan,  
New Delhi, the 13<sup>th</sup> April, 2021

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

In view of the unprecedented surge of the COVID-19 cases, it is necessary to take the following measures/ steps to prevent its spread in workplaces.

- (a) All Director/ Deputy Secretary are requested to prepare a weekly roster to ensure that 50 per cent of Group B and C employees may attend office every day, and the remaining 50 per cent staff may be advised to work from home. It should also be ensured that attendance of atleast one person per section (except emergency services) is maintained.
- (b) With regard to Director/DS/US/Equivalent Officers a specific approval may be taken from the Additional Secretary for work from home, if necessary.
- (c) All officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
- (d) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - i. 9 AM to 5:30 PM
  - ii. 9:30 AM to 6 PM
  - iii. 10 AM to 6:30 PM
- (e) Similar practice may also be followed by the various Media Units/ Autonomous Bodies / PSUs under this Ministry.
- (f) These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (g) These advisories would be applicable with immediate effect and will remain in force until further communication.



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2. Accordingly, all officers/staff of this Ministry / Head of Media Units/Autonomous Bodies / PSUs under the control of this Ministry are requested to take note of the above decision for appropriate action.

3. This issues with the approval of the competent Authority



**(Rajendra Singh)**  
**Deputy Secretary to the Govt. of India**

To,

1. All Director/ Deputy Secretary- with the request to get the rosters drawn for their offices/divisions
2. Heads of Media Units/Autonomous Bodies & PSUs- for similar action

Copy, for kind information to:-

1. PS to HMIB
2. Sr. PPS/PPS to Secretary
3. PPS to AS(I&B)/JS(P&A)/JS(B)/JS(EW)/JS(Films)/Sr.EA/EA/CCA
4. NIC- with the request to upload the circular on the website of Ministry