

Dated: 22.03.2020

OFFICE MEMORANDUM


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

In continuation of Sansthan's Office Order dated 20.03.2020 and with reference to the instructions issued by the Central Government vide F.No. 11013/9/2014-Estt-(A-III) dated 22.03.2020 all Officials/Staff of Headquarter Office of Rashtriya Sanskrit Sansthan are informed to comply the following instructions/directions with immediate effect:-

1. Only most essential staff of each section can be asked to attend office from 23rd March until 31st March, 2020 and the remaining Officers/Staff can be asked to work from home. In other words, the office should function with skeletal staff.
2. Those officers/staffs who are working from home should inform their updated mobile number and email ID to their immediate superior authority and be available for any exigency (copies of instructions issued by Central Government/UGC attached for reference).
3. All Section Heads are requested to identify the urgent works related to their section and take steps to complete the works.

These instructions shall be effective with immediate effect.

This is issued with the approval of the competent authority.


22/03/2020
[PROF. S. SUBRAHMANYA SARMA]
REGISTRAR

Copy for information and necessary action to:

1. All Heads of Departments/Sections at HQ Office, RSKS, New Delhi
2. PS to Hon'ble Vice Chancellor
3. PA to Registrar
4. Project Officer (for uploading in the Website of Sansthan)
5. Guard File

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copy.

F. No.11013/9/2014-Estt-(A-III)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi
Dated 22.03.2020

OFFICE MEMORANDUM

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

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
 - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
 - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
 - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.

Handwritten signature: 
22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT