



## Central Pollution Control Board

(Ministry of Environment, Forest & Climate Change, Govt. of India)  
Parivesh Bhawan, East Arjun Nagar,  
Delhi – 110032.

F.No.C-35011/01/Circular/2020/Admn.(P)/55

the 19<sup>th</sup> May, 2020

### OFFICE MEMORANDUM

Sub.: - Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID – 19) – Attendance regarding.

The undersigned is directed to refer to OM of even number, dated the 16<sup>th</sup> April, 2020 on the above mentioned subject. The Ministry of Home Affairs, vide its Order dated the 17<sup>th</sup> May, 2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31<sup>st</sup> May, 2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID-19 in the country.

02. In view of the above, it has been decided that the attendance and other safety measures in the office shall be regulated as follows:

- a. All the Officers in the Pay Level of 12 and above shall attend office on all working days.
- b. For regulating the attendance of officers and staff below the Pay Level of 12, all the Divisional Heads at Head Office, Delhi and all Regional Directors shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day.
- c. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communication at all times.
- d. Everybody should take all precautions including wearing of masks, maintain hygiene and follow social distancing.
- e. Spitting/chewing tobacco/smoking in the office premises is strictly prohibited and a punishable offence.

- f. DH Building must ensure that provision for thermal scanning, hand wash and sanitizer will be made available at all entry and exit points and common areas.
- g. DH Building also ensure frequent sanitization of entire work place, common facilities and all points which come into human contact e.g door handles etc., shall be ensured.

03. The following Divisions at Head Office, Delhi, will observe the staggered timings as under:

09.00 a.m. to 05.30 p.m	09.30 a.m. to 06.00 p.m	10.00 a.m. to 06.30 p.m.
Bldg., IT, IPC-I to VII & WQM-I - II	WM-I to III, UPC-I & II, PCP & PR	Law, Admn. & Accounts

04. Similarly, all the RDs shall also ensure the staggered timings.

05. The above instructions shall be in force with immediate effect and until further order. Bio-Matric attendance shall continue to be suspended until further orders. The Divisional Heads at Head Office, Delhi and Regional Directors may kindly ensure strict compliance of these instruction as well as the directives of Ministry of Home Affairs.



**(R.D. Pandey)**  
**Sr. Administrative Officer**

**Distribution:**

1. All Divisional Heads
2. All RDs
- ✓ 3. D.H., I.T. Division : with a request to upload it on the CPCB portal.
4. Notice Boards
5. Office Order File