



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/2010/ Admn.(P)/94

the 1st June, 2020

OFFICE MEMORANDUM

Sub.: - Preventive measures to contain the spread of COVID - 19 -reg.

The Ministry of Home Affairs, vide its order dated 15.04.2020 had extended the nation wise lockdown till 03rd May, 2020 to contain the spread of coronavirus in the country and had issue the consolidated revised guidelines for strict compliance. Para 18(ii) of these consolidated revised guidelines, inter-alia, provided that all officer of the level of Deputy Secretaries (Level 12) and above are to function with 100% attendance while 33% of the remaining officers/staff are to attend offices as per requirement.

Further, the Ministry of Home Affairs, vide its order dated 17.05.2020, had directed that lockdown measures to contain the spread of COVID 19 shall continue for a period upto 31st May, 2020 and prescribed guidelines on the measures to be taken. The DoPT issued directions that all officer of the level of Deputy Secretaries (Level 12) and above shall attend office on all working days. For regulating the attendance of officers and staff below the pay level of 12, all the Head of the Department shall prepare a roaster so as to ensure that 50% officers and staff shall attend office on every alternate day.

Accordingly, CPCB has also issued directions on the above lines. Therefore, all the Divisional Heads and Regional Directors are requested to ask the officers and staff to apply for leave who have not attended office as per the roster drawn by them. The said information along with leave application should reach the undersigned on or before 05th June, 2020.

This issues with the approval of the Competent Authority, CPCB.

(R.D. Pandey)

Sr. Administrative Officer

Distribution:

1. All the Divisional Heads – for necessary action.
2. All the Regional Directors - for necessary action.
3. D.H. I.T. Division - with a request to upload it on the CPCB portal.
4. Notice Boards
5. AO, CCB office
6. PS to MS