



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

F.No.C-22011/Misc./2014/ Admn.(P)/

the 16th June, 2020

OFFICE MEMORANDUM

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

The number of COVID-19 positive cases are going up rapidly throughout the National Capital Territory Region (NCR). Many officials in various Central Government Ministries/Departments have been tested COVID-19 positive. Number of such cases in close proximity to CPCB office, where many officers/staff of CPCB are residing, is also quite high. Therefore, it is the duty of every employee to protect themselves and each other and help prevent further spread of the diseases. Therefore, all the officers/staff in CPCB are further advised to strictly follow the guidelines already issued vide OM of even number dated the 05th June, 2020 to contain the spread of Novel Coronavirus (COVID-19) in the office.

02. Regarding attendance, all the Divisional Heads are directed to prepare a roster so that 50% of officers above the pay level 12 may attend office on alternate days and the officers and staff below pay level 12 may attend office with the strength of 33% on a particular day. In the case where the Divisional Head himself is in the pay level 12, his immediate junior will be available on the day when the Divisional Head is not available in office as per roster.

03. Those officers/staff that are not required to attend office on a particular day shall work from home and should be available over telephone and electronic means of communications at all the times.

04. The Divisional Heads are, therefore, directed to submit a roster of their Division to Administration (P) in the enclosed format positively by 17th June, 2020.

05. Similar system may also be adopted by each Regional Directorates of CPCB.

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

(R.D. Pandey)
Sr. Administrative Officer

Encl: Format of Roster.

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

FORMAT OF ROSTER

NAME OF THE DIVISION

The following roster is prepared during the period from 17th June, 2020 to 30th June, 2020.

S. No.	Name of the officials	Designation	Dates for attending office (work from home for remaining period)
1			
2			
3			
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