



**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)/71

the 16<sup>th</sup> April, 2021

**OFFICE MEMORANDUM**

**Sub.- Preventive measures to contain the spread of COVID-19 – regarding.**

I am directed to refer O.M. No. 43020/07/2020-Ad.I dated 15<sup>th</sup> April, 2021 issued by the Ministry of Home Affairs (copy attached) regarding increase in number of active COVID- 19 cases. It has been decided to take measures to prevent its spread. Accordingly, following instructions/guidelines are issued for strict compliance;

- a) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- b) Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional / Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds. The Divisional Heads are, therefore, directed to submit a roaster of their Division to Admn.(P) w.e.f. 19.04.2021.
- c) All Divisional Heads/RDs are requested to comply Office Memorandum of even number dated 19.02.2021 towards the staggers timings to attend the office. This will also avoid rush in commuting, as also in lifts & corridors.
- d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- e) All officials who attend office shall strictly follow COVID behavior appropriate including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- f) Meetings, as far as possible, to be conducted through video- conferencing.
- g) Entry of outsiders/visitors to be curtailed appropriately.

02. The above instructions/guidelines will remain in force until 30.04.2021 or further orders, whichever is earlier.

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

(Sunil Kumar Anand)  
Administrative Officer (P)

Encls: as above

Distribution:

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

**F. No. 43020/07/2020-Ad.I**  
**Bharat Sarkar/Government of India**  
**Grih Mantralaya/Ministry of Home Affairs**

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**North Block, New Delhi,**  
**Dated 15<sup>th</sup> April, 2021**

**OFFICE MEMORANDUM**

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

In view of the unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to take measures to prevent its spread. Accordingly, following instructions / guidelines are issued for strict compliance :-

- (a) Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional / Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds.
- (b) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- (c) All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM – 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors. Roster system by Divisional / Wing Heads to take care of this aspect.
- (d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- (e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (f) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (g) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- (h) Meetings, as far as possible, to be conducted through video-conferencing.

(g) Entry of outsiders/visitors to be curtailed appropriately.

(h) All employees of the age of 45 years and above are advised to get themselves vaccinated.

2. The above instructions / guidelines shall come into effect immediately and **will remain in force until 30.04.2021 or further orders, whichever is earlier.**

*Subodh*  
15/4/21

**Under Secretary to the Govt. of India**  
**Tele. No. 23094008**

To

All Joint Secretary and above level officers in MHA and Department of Official Language

Copy to:

- (i) All officers/Sections/Desks of MHA(P)/DOL/DoJ including personal establishment of ministers.
- (ii) SO(IT), MHA for uploading the OM on e-office portal of MHA.