OFFICE MEMORANDUM

Subject: Absence during Lock-down - submission of information/report - regarding.

The undersigned is directed to refer to the DOPT OM No. 11013/9/2014-Estt.A.III dated 19.3.2020 containing instructions with regard to preventive measures to contain the spread of COVID 19. Considering the unprecedented situation in the initial periods of lockdown, the Government Offices were directed to work either with skeletal staff or with 1/3rd of the strength.

2. Further guidelines for taking preventive measures and attendance etc. were issued vide DOPT OM dated 18.5.2020. DOPT extant instructions provide for attendance of 100% officers of the level of DS & above and 50% below DS on all working days.

3. During this period the Bio-metric attendance system has remained suspended. Therefore, the details of leave/absence of all the officers/officials in the Dte. from 23.3.2020 i.e. including the period of lockdown till the period of their resumption are required for records/monitoring by this office. Therefore, a report keeping in view the following points may be submitted by the respective Divisions:-

(i) The employees who were on leave/leave ended on 20.3.2020 and could not join duty on 23.3.2020(Monday) due to stoppage of train/bus/flights;
(ii) Leave expired during the period of lockdown and left the HQ with permission in writing during weekend prior to issue of lockdown and their leave ended, including whether employee was available in HQ or not;
(iii) The employees who were on official tour and were unable to return to their Headquarters till relaxation or otherwise;
(iv) The details of officers who were allowed to work from home till such time public transport facility was restored.
(v) The details of officers who are still on leave/absenting.

4. A report on above points may be sent to this office along with their leave applications etc. at the earliest by respective Divisional in-charge, at the earliest.

Chief Administrative Officer

No. 7-15/96-Adm-I
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
Directorate of Plant Protection, Quarantine & Storage

 dated the 29th June, 2020

(Ajay Kumar)

All the Divisional In-charges(PQ/IPM/Locust/CIL/CIB&RC)

Distribution:-

(i) PPS to PPA, Dte. of PPOs, Faridabad.
(ii) IT Cell for uploading on website.
(iii) All Sections P&C/TLC/CIB&RC/CIL/Admn./OL/Sr. AO/AO.