

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Prasar Bharati Secretariat**  
**Prasar Bharati house: Copernicus Marg,**  
**Mandi House: New Delhi: 110001**

No. D-13023/15/2019-20/GA-I/Part file

Date: 20.05.2020

**Office Memorandum**

**Subject: Preventive Measures to be taken to Contain the spread of Noval Coronavirus (Covid-19)-Office Attendance regarding.**

This is in supersession of Prasar Bharati Sectt Office Memorandum of even number dated 17.04.2020 on the subject matter.

2. It is mentioned that the Department of Personnel & Training (DoPT) has issued O.M. vide F.No.11013/9/2014-Estt.A.III dated 18.05.2020 and dated 19.05.2020 relating to Attendance. The Ministry of Home Affairs vide its O.M. vide F.No.40-3/2020-DM-I(A) dated 17.05.2020, has since directed that lockdown measures to Contain the spread of Covid-19 shall continue for a period upto 31.05.2020. In **Annexure II** to the aforesaid MHA OM, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed.

3. In view of above, following instructions are hereby issued for strict compliance:

- (i) All the officers of the Rank of Director and above will attend the Office on all working days. However, in the establishments where e-Office has been fully operational, concerned ADG may decide on the requirement of physical presence of these officers with the condition that either ADG or his next below level should mandatorily attend the office.
- (ii) All HOOs of field establishments irrespective of rank will attend the office on all working days.
- (iii) For the officers & staff of the level of Dy. Director and below, each ADG will draw up roster ensuring upto 50% attendance as per the office requirement.
- (iv) All Heads of Office/Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings (except shift duty staff), as under :-

1<sup>st</sup> shift: 9AM to 5.30PM

2<sup>nd</sup> shift: 9.30AM to 6 PM

3<sup>rd</sup> shift: 10AM to 6.30PM

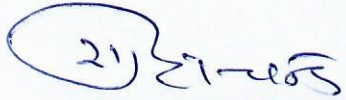
- (v) Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.

- (vi) Specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places as per Annexure-II to the MHA OM dated 17.05.2020 (copy enclosed) are to be strictly followed.
- (vii) Unnecessary idling, congregations and loitering will be viewed seriously, and suitable disciplinary action will be taken.
- (viii) All the establishments are advised to follow the DOPT guidelines issued vide OM dated 19.05.2020 (copy enclosed).

4. The above instructions are issued with the approval of CEO, Prasar Bharati and applicable with immediate effect.

Encl :

- i. Annexure-II to MHA OM dated 17.05.2020.
- ii. DOPT OM dated 19.05.2020.

  
(Rajesh Chandra)  
Director (GA-I) 20/05

To

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal/ Regional ADG(E)/ ADG(P) AIR and DD .
4. ADG (NABM),
5. CVO, Prasar Bharati
6. DDG (T) for circulation in E-office/PB web site

**Copy for information to:**

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/(B&A)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research),ADG(IR/ Marketing), ADG(Procurement), ADG( Content Operations) Prasar Bharati
7. DDGs (Admin.) / (Fin.)/(Tech.)/ (Tech.& Coordination)/ (Ops.)/ (LM&HR-C), PBS
8. Dir(GA-1)/DD(GA-2) for further necessary action.
9. AE (GA-I)/ AE (GA-II), PBS
10. Notice Board, PBS.

**National Directives for COVID 19 Management**

- i. Wearing of face cover is compulsory in all public and work places.
- ii. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority.
- iii. Social distancing shall be followed by all persons in public places and in transport.
- iv. Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
- v. Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
- vi. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
- vii. Shops will ensure minimum six feet distance (*2 gaz ki doori*) among customers and shall not allow more than 5 persons at the shop.

Additional directives for Work Places

- viii. As far as possible, the practice of work from home should be followed.
- ix. Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
- x. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- xi. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- xii. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

\*\*\*

A handwritten signature in black ink, followed by the date '13/5/20' written in a similar style.

F.No.11013/9/2014-Estt.A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

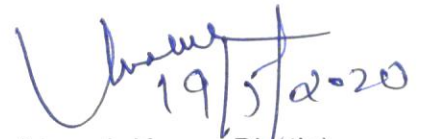
\*\*\*\*\*

North Block, New Delhi  
Dated the 19<sup>th</sup> May, 2020

**OFFICE MEMORANDUM**

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

In continuation of this Ministry's O.M. of even number dated the 18<sup>th</sup> May, 2020, it has been decided that the Government servants who have underlying conditions (co-morbidities) and were undergoing treatment for these ailments before lockdown, may, as far as possible, be exempted from roster duty upon production of medical prescription from treating physician under CGHS/CS(MA) Rules, as applicable. Similarly, Persons with Disabilities and Pregnant Women may also not be included in the roster to be prepared.



(Umesh Kumar Bhatia)  
Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India
  2. PMO/Cabinet Secretariat
  3. PS to Hon'ble MOS(PP)
  4. PSO to Secretary(Personnel)
  5. Sr. Tech. Dir., NIC, DoP&T
- } For Information