

फा.सं. 1-1/2021-ई.सी.(पार्ट) 2504-2588
राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद
श्री अरविंद मार्ग, नई दिल्ली -110016
(स्थापना समन्वय अनुभाग)

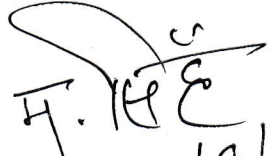
दिनांक : 19.04.2021

परिपत्र

विषय : Preventive measures to be taken to contain the spread of COVID-19 – regarding.

उपरोक्त विषय Deputy Secretary(Coord), Government of India, Ministry of Education, Department of School Education & Literacy, Shastri Bhawan, New Delhi से प्राप्त पत्र सं 3-6/2021-EE.1 दिनांक 16.04.2021 की प्रतिलिपि सूचना एवं सख्त अनुपालन हेतु ई-ऑफिस (KMS) एवं ई-मेल द्वारा परिचालित की जा रही है।

यह सक्षम अधिकारी के अनुमोदन से जारी किया जा रहा है।


अवर सचिव,
(लिंक अधिकारी)
19/4

संलग्नक: उपरोक्तनुसार

1. संयुक्त निदेशक, सी.आई.ई.टी.।
2. संयुक्त निदेशक, पी.एस.एस.सी.आई.वी.ई., श्यामला हिल भोपाल।
3. डीन, अकादमिक एन.सी.ई.आर.टी.।
4. एन.आई.ई. के सभी विभागों के अध्यक्ष।
5. प्राचार्य, क्षेत्रीय शिक्षा संस्थान, अजमेर/भोपाल/भुवनेश्वर/मैसूर/शिलांग।
6. मुख्य लेखाधिकारी, एन.सी.ई.आर.टी.।
7. सभी उपसचिव/अवर सचिव, एन.सी.ई.आर.टी.।
8. एन.आई.ई. के सभी अनुभाग/प्रकोष्ठ।
9. प्रशासनिक अधिकारी, प्रकाशन विभाग, एन.सी.ई.आर.टी.।
10. निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
11. संयुक्त निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
12. सचिव, एन.सी.ई.आर.टी. के निजी सहायक।
13. विभागाध्यक्ष, डी.आई.सी.टी., सी.आई.ई.टी. – परिषद की वेबसाइट पर अपलोड करने हेतु।

b.) With regard to Director/D.S./U.S. or equivalent Officers, a specific approval may be taken from the respective Bureau Head for work from home, if necessary.

director

From: ee1section@gmail.com
Sent: Friday, April 16, 2021 4:34 PM
To: Vinayak Garg; Nidhi Panday; cm@nios.ac.in; commissionernvs@yahoo.com; cp@ncte-india.org; Sridhar Srivastava ; Manoj Ahuja; directorctsa@gmail.com; kvs.commissioner@gmail.com; nbb.admin@gmail.com; daemhrd@gmail.com; jddaemhrd@gmail.com
Cc: L Sweety Changsan; MANEESH GARG IAS; Ms Geetu Joshi; Vipin Kumar; R.C. Meena; Santosh Kumar Yadav; Purnendu Kishore Banerjee
Subject: Preventive measures to be taken to contain the spread of COVID-19 - reg.
Attachments: 04162021163102.pdf

Madam/Sir,

Please find enclosed Letter No.3-6/2021-EE.1 dated 16th April, 2021 on the subject mentioned above, details of which are self explanatory, for information please.

Regards,

Coordination Division,
EE.1 Section,
Department of School Education & Literacy
Ministry of Education



Secretary
16/4/21

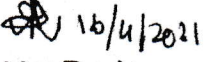
**No.F.3-6/2021-EE.1
Government of India
Ministry of Education
Department of School Education and Literacy**

**Shastri Bhawan, New Delhi
Dated, the 16th April, 2021**

**Subject: Preventive measures to be taken to contain the spread of COVID-19-
regarding.**

The undersigned is directed to enclose a copy of Department of Higher Education's Order dated 16.04.2021 on the above mentioned subject.

2. All Autonomous Bodies under the Department of School Education & Literacy may kindly initiate strict follow-up action on the enclosed instructions.


(Sankha Roy)
Deputy Secretary (Coord)

Heads of all the Autonomous Bodies under DoSE&L

Copy to:

All Bureau Heads of DoSE&L

F.No. 44011/2/2021-E-IV
Government of India
Ministry of Education
Department of Higher Education

Shastri Bhawan, New Delhi
Dated the 16th April, 2021.

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

In view of the unprecedented surge of the COVID-19 cases, it is necessary to take the following measures/ steps to prevent its spread in workplaces.

- a. All Director/ Deputy Secretary (Divisional Heads) are requested to prepare a weekly roster to ensure that 50 percent of Group B and C employees may attend office every day, and the remaining 50 percent staff may be advised to work from home. It should also be ensured that attendance of at-least one person per section is maintained.
 - b. With regard to Director/DS/US or equivalent Officers, a specific approval may be taken from the respective Bureau Head for work from home, if necessary.
 - c. All officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
 - d. Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - i. 9:00 AM to 5:30 PM
 - ii. 9:30 AM to 6:00 PM
 - iii. 10:00 AM to 6:30 PM
 - e. These instructions shall not apply to the employees, etc. engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19, if any.
 - f. These advisories would be applicable with immediate effect and will remain in force until further communication.
2. Accordingly, all Officers/Officials, working in both the departments of this ministry are requested to kindly take note of the above decision for the appropriate action.

Contd.../-

3. Similar practices may also be followed by the various Autonomous Bodies / PSUs under Ministry of Education.

4. This issue with the approval of the Competent Authority.



(M. K. Meena)

Deputy Secretary to the Govt. of India

To,

- I. PS to Hon'ble SM / PS to Hon'ble MoS
- II. PPS to Secretary (HE) / PPS to Secretary (SE&L)
- III. All the Bureau Heads in the Ministry of Education
- IV. All Divisional Heads in both the departments.
- V. All the Officers / Officials of both departments of Ministry of Education
[Through : e-office]
- VI. All PSUs/Autonomous bodies working in this Ministry.
- VII. JS (Admn.) of all Ministries / Departments housed in Shastri Bhawan, New Delhi.
- VIII. CMIS/NIC for uploading it on e-office
- IX. Reception Officer, MHA, Shastri Bhawan, New Delhi
- X. Commandant, CISF, Shastri Bhawan, New Delhi