

F.No. A-50016/11/2020-Admn.I  
Government of India  
Ministry of Fisheries Animal Husbandry and Dairying  
Department of Fisheries  
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Chadralok Building, Janpath  
Dated : 16<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 number 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 and 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.
  - i. Entry of outsiders /visitors to be curtailed appropriately.
  - j. 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.



(Kham Khan Suan)

Under Secretary to the Govt. of India  
Tel. No. 011-23310344

To:

- i. All Officers/Sections/Staff of Department of Fisheries.
- ii. US(IT), DoF for uploading the OM on e-office portal of DoF.