

# केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)

केरेबो कांप्लेक्स, बी.टी.एम. लेआउट,  
मडिवाला, बेंगलूरु-560 068.



## CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,  
Madiwala, Bengaluru-560 068.

No.CSB-29(1)/20-ES.I.Vol.II

Date: 05.01.2022

All the Directors of the Main Institutes of CSB &  
ROs & other independent units

Sir,

Sub: Preventive measures to contain the spread of Novel Coronavirus  
(COVID - 19) - Attendance of Central Government officials- reg.

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Please find enclosed herewith a copy of Office Memorandum No.A-42011/14/2020-Estt dated 4<sup>th</sup> January 2022 along with copy of DoPT's O.M.No.11013/9/2014-Estt.A-III dated 3<sup>rd</sup> January 2022 received from the Ministry of Textiles, New Delhi which is self explanatory. The guidelines issued from the concerned State Government / Local Administration based on local situation may be referred to before restricting physical attendance of CSB employees working under your administrative control to 50% of the actual strength.

This issues with the approval of the Competent Authority.

Yours faithfully,

[Julian Tobias]

Joint Director [Admn]

Encl: as above



पो.बा.सं / P.B. No. : 6825

वेबसाइट / website : <http://csb.gov.in>

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Eco Friendly Indian Silks

No.A-42011/14/2020-Estt.  
Government of India  
Ministry Of Textiles

Udyog Bhawan,  
New Delhi  
4<sup>th</sup> January, 2022

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)-Attendance of Central Government officials-regarding.

The undersigned is directed to circulate herewith a copy of DoPT's O.M. No. 11013/\*9/2014-Estt.A-III dated 03.01.2022 on the above cited subject and to advise all the officers/officials of this Ministry to strictly adhere to the guidelines issued by DoPT.

2. Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. Therefore, all the controlling officers are requested to prepare roster of employees who are working under them so that they attend office accordingly.

3. All employees of this Ministry are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

AD (EP)  
To: 5/1/2022

Syab  
04/01/2022  
(Jayashree Sivakumar)  
Under Secretary to the Govt. of India

1. All Under Secretaries in Ministry of Textiles
2. All employees in Ministry of Textiles.

Copy for information to:

All Attached / Subordinate Offices/ Autonomous bodies under the Ministry of Textiles (with the direction to follow the above mentioned instructions in general along with local instructions issued by their respective Competent administrative authorities).

F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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North Block, New Delhi

Dated the 3<sup>rd</sup> January, 2022.

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding.

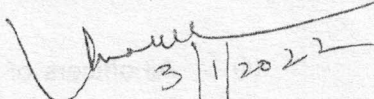
Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27<sup>th</sup> December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31<sup>st</sup> January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
  - (a) 9.00 A.M. to 5.30. P.M.
  - (b) 10.00 A.M. to 6.30 P.M.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

- (vi) Those officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

  
(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India  
Tel 2309 4471

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. Director, NIC, DoP&T – for uploading on website.