

**GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)**

OFFICE MEMORANDUM

Babupara, Imphal, the 19th April, 2021

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

MISCDP-1/27/2021-DP-DP: In view of the unprecedented rise in the numbers of COVID-19 cases in Delhi, the Ministry of Home Affairs, Government of India has issued instructions / guidelines vide OM no.43020/07/2020-Ad.I dated 15th April, 2021 for regulating attendance of officials in the work place. The sudden rise in COVID-19 cases in Manipur in recent days has also been a cause of alarm. It is sought to keep adequate preventive measures in place to contain the spread of COVID-19 in the State including work place. With the above objective in consideration, the following instructions are hereby issued for necessary compliance by all concerned with immediate effect in the interest of public health and safety:

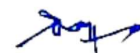
(i) All Administrative Secretaries and Deputy Commissioners (DCs)/Heads of Department (HoDs) under the Government of Manipur may ensure that office attendance is limited to 50 percent of all employees on all working days, and the remaining 50 percent of staff work from home. All Administrative Secretaries and DCs/HoDs are accordingly advised to draft a weekly roster of duty for all staffs, requiring them to attend office on alternate weeks. While deciding and issuing the roster for the first week, Administrative Secretaries and DCs/HoDs are advised to include officials who reside in close proximity to their respective offices or who use their own means of transportation to travel thereto.

(ii) Further, the working hours for all employees who attend office on a particular working day should be staggered. It is suggested that three groups of employees may be formed for attending office as per the following timings:

- (a) 9:00 AM to 4:30 PM
- (b) 9:30 AM to 5:00 PM
- (c) 10:00 AM to 5:30 PM

(iii) The officials who are working from home on any particular working day as per the roster drawn up should be available on telephone and other electronic means of communication at all times. They should attend office, if called for any exigency of work.


(iv) All officials residing in containment zones shall continue to be exempted from attending office till the containment zone is de-notified.



(iv) These instructions shall apply to attached/subordinate offices, autonomous/statutory bodies and societies/agencies under the State Government. Administrative Secretaries concerned shall ensure compliance with the same.

(v) These instructions shall not apply to the departments/ offices and employees engaged in essential / emergency services and those directly engaged in taking measures to control spread of COVID-19 pandemic.

(vi) These orders shall be applicable with immediate effect and will remain in force till 30th April, 2021 or further orders, whichever is earlier.

 19.04.2021
(Ningthoujam Geoffrey)

Special Secretary to the Government of Manipur
Department of Personnel

Copy to:

1. Secretary to Governor of Manipur, Raj Bhavan, Imphal.
2. Secretary to Chief Minister, Manipur.
3. PPS to the Deputy Chief Minister, Manipur.
4. All PPS/PS to Ministers, Manipur.
5. Staff Officer to Chief Secretary, Government of Manipur.
6. Staff Officer to Director General of Police, Manipur.
7. Principal Chief Conservators of Forest, Manipur.
8. All Additional Chief Secretaries, Government of Manipur.
9. All Principal Secretaries/Commissioners/Secretaries, Government of Manipur.
10. All Deputy Commissioners / Heads of Departments, Manipur.
11. Under Secretary (GAD), Government of Manipur.
12. Website Manager, Department of Information Technology, 4th Floor, New Secretariat, Imphal.
13. Guard file/Order book.