

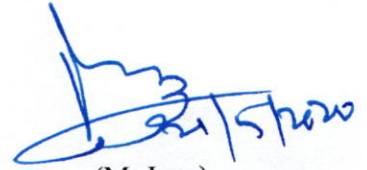
No.- 18-3/2020-Adm.II  
Government of India  
Archaeological Survey of India  
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Dharohar Bhawan  
24, Tilak Marg, New Delhi

Dated:- 21.05.2020

**CIRCULAR**

Please find enclosed the instructions issued by DoPT vide O.M. No. 11013/9/2014-Estt.A.III dated 18<sup>th</sup> May, 2020 for strict compliance regarding attendance and measures to be taken to contain the spread of Novel Corona virus (Covid-19).



(M. Jena)

Deputy Director (Admn.)

Tel: 011-23004618

To,

1. All Officers ASI, Hqrs.
2. All ASI Circles.



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

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North Block, New Delhi  
Dated the 18<sup>th</sup> May, 2020

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to OM of even number dated 23<sup>rd</sup> April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID -19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

- (a) All officers of the level of Deputy Secretary and above shall attend office on all working days.
- (b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. 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.