

नवोदय विद्यालय समिति

क्षेत्रीय कार्यालय, शिलांग

शिक्षा मंत्रालय, भारत सरकार

(स्कूल शिक्षा और साक्षरता विभाग)

टेम्पल रोड, बारीक पोंड, लछुमियर,

शिलांग- 793001

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NAVODAYA VIDYALAYA SAMITI

Regional Office, Shillong

Ministry of Education, Govt. of India

(Deptt. of School Education & Literacy)

Temple Road, Barik Point, Lachumiere

Shillong- 793001

Website: https://navodaya.gov.in/nvs/ro/Shillong/en/home/index.html

Fax: 0364-2500335

Ref.No.PER.Cir/NVS(SHR)/E.III/ 291

Date: 21.09.2020

To

The Principal,
Jawahar Navodaya Vidyalayas,
Under Shillong Region.

Subject: Clarification on regularization of absence during COVID-19 lockdown period-Regarding.

Sir/Madam,

With reference to the subject cited above, this to inform you that, this office is receiving queries regarding the regularization of absence during COVID-19 lockdown period.

In this connection, I am forwarding herewith a letter received from NVS,Hqr. Vide no.PER-14013(11)/15/2019-Estt-III/13979 dated 11.08.2020 along with the clarifications issued by DOPT and other ministries on these issues with a request to analyse each and every case and initiate necessary action accordingly.

Enclo:- As stated above.

Yours faithfully,


21/9/2020
(M.A.MUNEEB)

DEPUTY COMMISSIONER

नवोदय विद्यालय समिति
मानव संसाधन विकास मंत्रालय का स्वायत्त संस्थान
स्कूल शिक्षा एवं साक्षरता विभाग,
(भारत सरकार)
बी-15, संस्थानिक क्षेत्र सेक्टर-62
नोएडा (जी.बी. नगर) - 201309 (उ.प्र.)



NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of HRD)
Department of School Education & Literacy,
Govt. of India,
B-15, Institutional Area, Sector - 62,
Noida (G.B. Nagar) - 201309 (UP)

File No. PER-14013(11)/15/2019-Estt-III/13979

Dated: // .08.2019

To,

13979

उपायुक्त,
नवोदय विद्यालय समिति,
क्षेत्रीय कार्यालय
Shillong.

Sub: Clarification on leave availed by the Principals under
Shillong Region during Covid-19 pandemic - regarding.

Madam,

I am directed to refer to your letter No. PER.MISC.NVS/(SHR)/205 dated 19.05.2020 seeking clarification on leave availed by the Principals under Shillong Region during Covid-19 pandemic.

In this connection, kindly find enclosed clarifications issued by DoPT and other ministries on these issues. You are requested to analysis each and every case as per the notifications issued by DoPT and NVS HQrs and initiate action accordingly.

This issues with the approval of the competent authority.

Enclo: As above.

भवदीया,

मणिकुन्तला सरकार
(मणिकुन्तला सरकार)
सलाहकार (स्था. 3)

Copy to:

All other Regional Offices - with similar instructions, as above.

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

North Block, New Delhi
 Dated the 5th June, 2020

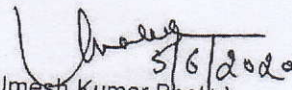
OFFICE MEMORANDUM

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 the 17th March, 2020, 18th May, 2020 and 19th May, 2020 whereby advisory for well-being of Government employees and attendance in Government offices with staggered timings were issued by Department of Personnel & Training (DoPT).

2. Kind attention is also drawn to Ministry of Home Affairs' Order dated 30.05.2020 whereby 'Additional Directives for Work Places' have been prescribed. Further, the Ministry of Health & Family Welfare (MoH&FW) on 4th June, 2020 has issued Standard Operating Procedure on preventive measures to contain spread of COVID-19 in workplace settings (copy enclosed).

3. It is emphasized that strict adherence to the practices of social distancing norms and health & hygiene practices, as enunciated in these guidelines, is of paramount importance and the Government servants as responsible employees should abide by these practices so that the Government offices function in the most efficient manner in the given situation. All the Ministries/Departments/offices as well as the Central Government employees are, therefore, directed to ensure strict compliance of instructions issued by DoPT as well as MHA and MoH&FW.


 (Umesh Kumar Bhatia)
 Deputy Secretary to the Govt. of India

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. Dir., NIC, DoP&T

} For Information

Government of India
Ministry of Health & Family Welfare

4th June, 2020

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.

- ii. Use of face covers/masks to be mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by employees.

4. Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
- vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.
- vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- viii. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
- ix. Meetings, as far as feasible, should be done through video conferencing.
- x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

- xi. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.
- xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
- xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xvi. Preferably separate entry and exit for officers, staff and visitors shall be organised.
- xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xviii. Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxiii. Large gatherings continue to remain prohibited.
- xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
- xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- xxvii. In the cafeteria/canteen/dining halls:
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
 - d. In the kitchen, the staff to follow social distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
- d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
- e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
- f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
- g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

- a. The contacts will be categorised into high and low risk contacts by the District RRTs detailed in the Annexure I.
- b. The high-risk exposure contacts shall be quarantined for 14 days.

- c. These persons shall undergo testing as per ICMR protocol. „
- d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- e. The flowchart for management of contact/ cases is placed at Annexure - II.

6. Closure of workplace

- i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
- ii. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

7. Disinfection Procedures in Offices

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website shall be followed.

Annexure I**Risk profiling of contacts**

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

High-risk contact

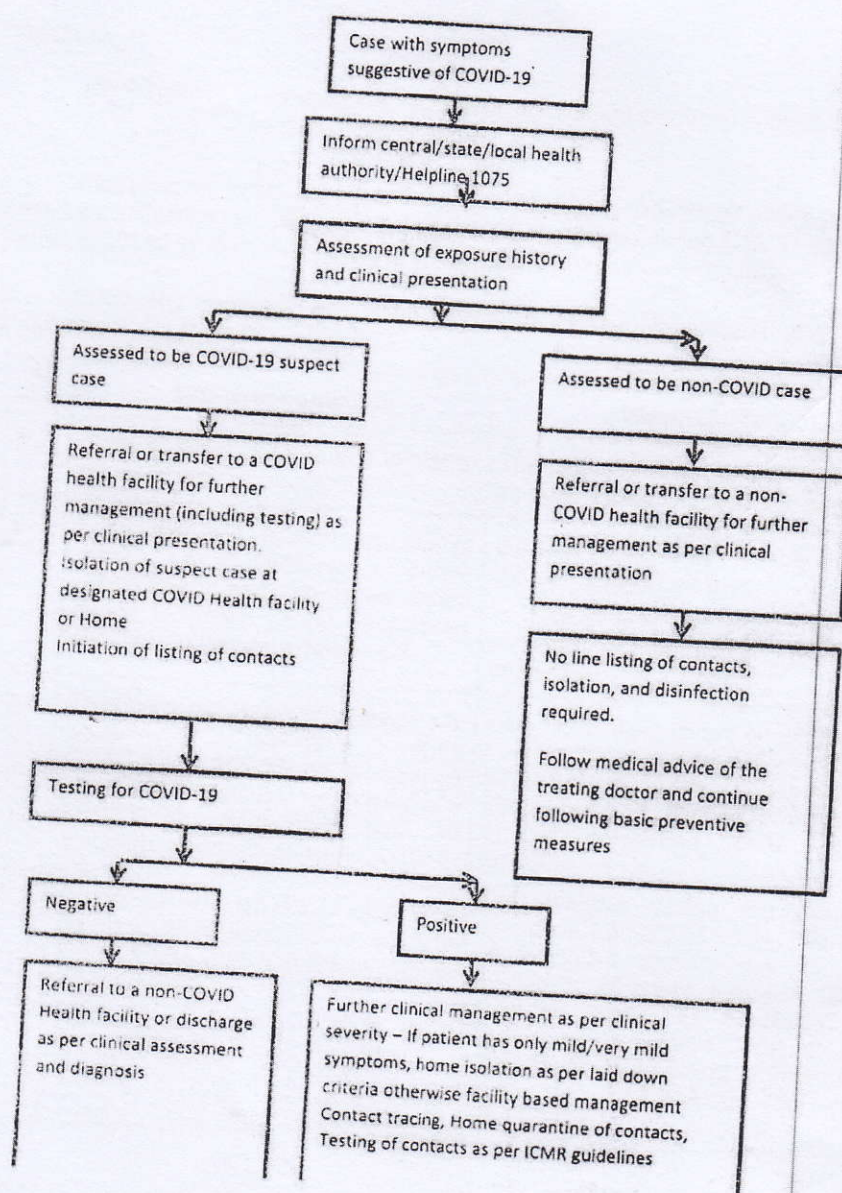
- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

Management of the case(s) and contacts

Annexure II



सं.ए. / No.A.11014/1/2020-I
भारत सरकार/Government of India
अंतरिक्ष विभाग/Department of Space

बेंगलूरु/Bengaluru - 560094.

May ०३, 2020

वरिष्ठ प्रधान कार्मिक व सामान्य प्रशासन/ Sr. Head P&GA,
इसरो मुख्यालय /ISRO Headquarters,
बेंगलूरु/Bengaluru.

महोदय/Sir,

विषय/Subject: Clarification on regularization of absence during COVID-19
lockdown period- reg.

Please refer ISRO HQ Note/letter No. HQ:ADMN:COVID:20 dated 20.04.2020 seeking clarification with regard to regularization of absence during COVID-19 lockdown period imposed by the Government to contain the spread of Corona virus.

2. ISRO HQ proposal has been examined in the Department and following clarifications are issued:


SI No.	Scenario / Situation	Clarification
1.	Employees on official tour & unable to return to their Headquarters.	The period of absence shall be treated as duty. However, no DA to be paid.
2.	Employees who were on leave prior to issue of lockdown orders (25.03.2020) and the leave ended during lockdown period. Employees available in Headquarters or not.	Deemed to have joined duty from the date of expiry of leave. In case of leave on medical grounds, subject to production of fitness certificate.
3.	Employees who were on leave prior to issue of lockdown orders (25.03.2020) and the leave ended on 20.03.2020, but could not join duty on 23.03.2020 (Monday), due to stoppage of train/bus/flights.	Deemed to have joined on 25.03.2020, treating the period from 21.03.2020 to 24.03.2020 as leave. Employees shall submit leave application for this period to the concerned leave sanction authority.
4.	Employees who left HQ on week-end, i.e. 20.03.2020, but could not return to HQ on 23.03.2020 due to stoppage of train/buses/flights.	The absence during the lockdown period i.e. from 25/03/2020 to till lift-off of lockdown period, due to non-availability of public transport facility, shall be treated as Special Casual Leave as stipulated vide Cabinet Secretariat (Department of Personnel), O.M. No. 27/6/71-Estt. (B), dated 01.11.1971.

5.	Employees who were on leave prior to issue of orders on lockdown (25.03.2020) and the leave expiring during the lock down period, but wish to curtail the leave before expiry and join duty.	Curtailement of sanctioned leave requires approval based on official exigency, which is not normally envisaged during lock-down period. In some cases, officiating promotion may also have been given to the senior in the lower grade. Further, the offices remain closed, except for essential services. Hence, curtailement of leave may not be agreed to. From the date following the date of expiry of leave, the employee may be deemed to have joined duty, subject to fulfilment of other requirements based on the type of leave availed.
6.	If an employee is unable to report for duty on lifting of lockdown, due to non-availability of public transport, restrictions on inter-zone/district movement etc.	May be allowed to work from home till such time public transport facility is restored subject to Government orders on movement of public transport.

3. The DOS/ISRO Centres/Units are requested to note the above clarifications for taking appropriate action, if any. Further, it is to inform that the above clarifications are subject to the clarifications issued by the Nodal Ministry, if any later. In case, the Nodal Ministry advice/clarifications differs from the clarifications issued by DOS, then clarifications issued by Nodal Ministry will prevail over the DOS clarifications.

This issues with the approval of the Complete Authority.

आपका भवदीप/Yours faithfully,


[एम रामदास/M Ramadas] 9.5.2
उप सचिव/Deputy Secretary to Govt

Copy to:

1. Sr / Head, P&GA, VSSC/ URSC/ SDSC SHAR/ HSFC / SAC/ LPSC/ NRSC/ ISTRAC/ MCF/ IPRC/ IIRS

Copy also to:

1. Officer on Special Duty, NARL
2. Registrar, ADRIN/ PRL/ IIST
3. Head P&GA, SCL/ PRL/ NE-SAC
4. Sr Admn Officer. ANTRIX/ NSIL

} For necessary action, If applicable.

F.No.14029/5/2019-Estt.(L)(Pt.2)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi 110 067
Dated: 28.07.2020

OFFICE MEMORANDUM

Subject: Clarification on regularization of absence during COVID-19 epidemic lockdown period - regarding.

This Department has been receiving several references/queries from Central Government employees who proceeded on leave, with station leave permission, but could not report for duty due to non-availability of public transport / flights and restrictions on inter/intra state movement of persons as per Ministry of Home Affairs' Orders from time to time, to contain the spread of COVID-19 pandemic in the country. The matter has been considered and the following clarifications relating to regularization of period of absence during the period of lockdown are issued in the matter :-

Sl. No.	Situation	Clarification
1.	Government Servants who were on official tour and were unable to return to their Headquarters (HQs) due to non-availability of Public Transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights, has been given by the Government servant to the office.
2.	Government servants who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period.	Deemed to have joined duty from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office. In case of leave on medical grounds, this is subject to production of medical/fitness certificate.
3.	Government servants who left HQ on the week-end prior to lockdown, i.e. 20.03.2020 (Friday), but could not return to HQ on 23.03.2020(Monday) due to non-availability of transport.	Deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport/flights has been given by the Government servant to the office.

4.	Government servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave expired during the lock down period, but who wish to curtail the leave before expiry and join duty.	Curtailment of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of leave during the period of lockdown, the employee may be deemed to have joined duty.
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2. All the Ministries/Departments and their attached/subordinate offices are directed to regulate the period of absence strictly as per above clarifications and unnecessary references to DoPT on the subject may be avoided.

Satyajit Mishra

(Satyajit Mishra)
Joint Secretary to the Government of India

To:

1. All the Ministries / Departments of Government of India.
2. NIC Cell, DoPT, with a request for uploading on the website of this Department.