UNDER ENTRY

To

1. The PMG, South Bengal Region, Kolkata-700012.
2. The PMG, North Bengal Region, Siliguri-734001.
3. The PMG(KR), Yogayog Bhawan, Kolkata-700012.
4. The PMG, Sikkim State, Gangtok-737101.
5. The PMG, A & N Islands, Port Blair-744101.
6. The GM(PAF), Yogayog Bhawan, Kolkata-700012.
7. The Director, Kolkata GPO, Kolkata-700001. (By name)
8. Shri R. Halder, SSPOs, South Kolkata Division, Kolkata 700029.
9. Shri S. Sarkar, SSPOs, Central Kolkata Division, Kolkata 700007.
10. Shri G. Jana, SSPOs, North Presidency Division, Kolkata 700120.
11. Shri D.N. Prasad, SSPOs, North Kolkata Division, Kolkata 700037.
12. Shri A.K. Jha, SSPOs, East Kolkata Division, Kolkata 700014.
13. Shri R. Dayal, SSPOs, Bankura Division, Bankura 722101.
14. Shri S. Barik, SSPOs, Asansol Division, Asansol 713301.
15. Sri S.G. Ghir, SSPOs, Burdwan Division, Burdwan 713101.
16. Shri S.G. Ghir, SSPOs, South Hooghly Division, Serampore 712201.
17. Shri P. Halder, SSPOs, Howrah Division, Howrah 711101.
18. Shri B.C. Pramanik, SSPOs, Midnapore Division, Midnapore 721101.
19. Shri S. Dhar, SPOs, Jalpaiguri Division, Jalpaiguri 735101.
20. Shri D.K. Mondal, SPOs, Darjeeling Division, Darjeeling 734101.
21. Shri P. Das, SPOs, South Presidency Division, Kolkata 700144.
22. Sri S.Ghosh, SPOs, Barasat Division, Kolkata 700012.
23. Shri P. Bagchi, SPOs, Murshidabad Division, Berhamore 742101.
24. Shri N.H. Chowdhury, SPOs, Birbhum Division, Suri 731101.
25. Shri D. Chatterjee, SPOs, North Hooghly Division, Chinsurah 712201.
26. Shri B.K. Mishra, SPOs, Contai Division, Contai 721401.
27. Shri T. Chakraborty, SPOs, Tamluk Division, Tamluk 721636.
28. Shri P. K Das, SPOs, Nadia South Division, Kalyani 741235.
29. Shri K. Ghosh, SPOs, Nadia North Division, Krishnanagar 741101.
30. Shri G. Ghosh, SPOs, Purulia Division, Purulia 723101.
31. Shri R.K. Sinha, SPOs, Coochbehar Division, Coochbehar 736101.
32. Shri A.K. Ghosh, SPOs, Malda Division, Malda 732101.
33. Shri R. Ranjan, SPOs, Dinajpur Division, Burdwan 733101.
34. Sri B. Ghosh, Dy. Superintendent, Sikkim State, Gangtok 737101.
36. Sri S. K. Ghosh, SSRM, Kol RMS Dn, Kol-1
37. Sri D. K Dasgupta, SSRM, rms wb Dn, Howrah-711101
38. Sri S. Akhtar, SSRM, Kol AP Stg Dn, Kol-700028
39. Sri A. Ghosh, SRM, RMS H Dn, Kolkata-700004
40. Sri S. N Mishra, Supdt., Fgn Post, Kolkata-700001
41. Sri. S. S. Yadav, Sr. Manager, MMS, Kolkata-700015
42-57. All Group Officers of CO, Kolkata-700012
58. The Supdt. PSD and CSD, WB Circle, Kolkata
57-61. EEs Postal Civil and Electrical Division, EEP Postal Electrical Division, Sr. Architect, WB Circle,
62. The Manager, RLO, Kolkata -700001
Sub: Preventive measures to contain the spread of COVID 19.

In continuation of this office e-mails dated 16.03.2020, 18.03.2020 & 19.03.2020 and in accordance with the Min of Personnel, Public Grievances and Pensions, Department of Personnel & Training OM No. 11013/9/2014-Estt (A-III) conveyed by ADG(PO), Dte communication No. 27-20/2018-PO dated 19.3.2019 (copy enclosed), the following further instructions are issued:-

(a) All Regional / Divisional Heads, all Group Officers of C.O. and Heads of the other establishments may ensure that 50 percent of employees are required to attend office every day and the remaining 50 percent should be instructed to remain at home and on those days, staff remain and at home should be available on mobile phones and electronic means of communication (if possible). It may be clearly understood by all the staff who remain at home that they can be recalled to attend office at any moment for any exigency of work and therefore should not leave the station.

(b) All the above officers will prepare a weekly roster and ask the staff to attend office as per duty roster. The Group officers of C.O. will send the weekly roster for the staff under their control to the ADPS(Staff, E&PN & Trg). While deciding the roster Heads of Offices are advised to include officials who are residing at close proximity to their office or use their own transport to travel to the offices.

(c) Further, the working hours for all employees who attend office on a particular day should be staggered and they may be asked to attend office as per the following timings:-

(i) 0900 A.M. to 0530 PM  
(ii) 0930 A.M. to 0600 PM  
(iii) 1000 A.M. to 0630 PM  

(d) These instructions shall not apply to the offices and employees engaged in essential/ emergency services and therefore, this order will only be applicable to Circle Office/ all Regional/ Divisional Offices and RLO/PCD/ PED/ PSD, CSD etc. which are observing 5 days duty in a week and not directly involved with operation/ running of Sections/ Schedules etc.

(e) These orders will be applicable with immediate effect and will remain in force till 04th April 2020.

Director of Postal Services (HQ)  
O/o the Chief Postmaster General  
West Bengal Circle, Kolkata-12
No. 27-20/2018-PO
Government of India
Ministry of Communications
Department of Posts
(PO Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001

Dated: 19.3.2019

To
All Chief Postmasters General

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


2. This issues with the approval of the competent authority.

(Dr. Parveen Kumar Sarswat)
Assistant Director General (PO)
Phone: 011 23096005
e-Mail: podivisiondte@gmail.com
No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

(i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

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

(a) 9 AM to 5.30 PM
(b) 9.30 AM to 6 PM
(c) 10 AM to 6.30 PM

(iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
(iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

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

(vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

(Sujata Chaturvedi)
Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT