

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

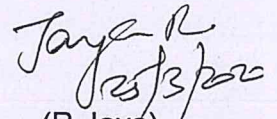
North Block, New Delhi  
Dated 25.03.2020

**OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID19**

Guidelines have been issued by the Ministry of Home Affairs pursuant to a decision to impose a complete lock-down in view of the threat posed by the spread of COVID 19. Certain Offices have been given exemption from the lock-down. Keeping in view the exigencies that have arisen in various Departments not exempted under the guidelines, and in partial modification of this Department OM of even no. 22<sup>nd</sup> March, 2020, the following instructions are issued:

- (i) Heads of Department may draw up a list of staff that are **absolutely necessary** to carry out additional essential services within the Department.
- (ii) The list of such employees may be communicated by email to Sh Eish Singal, Deputy Commissioner of Police (DCP), New Delhi District at the following mail id  
[dcp.nd@delhipolice.gov.in](mailto:dcp.nd@delhipolice.gov.in)  
[dcp-newdelhi-dl@nic.in](mailto:dcp-newdelhi-dl@nic.in)
- (iii) Authorization letter will be issued by the DCP by return mail.
- (iv) Print-out of this authorization letter should be made available to the staff concerned.
- (v) The staff should be instructed to carry a copy of this print-out along with their official ID Cards while coming to the Office.
- (vi) The remaining staff should be asked to work from home.
- (vii) These instructions shall be applicable with immediate effect.

  
(R.Jaya)

Joint 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