

## SOUTH CENTRAL RAILWAY



Headquarters office,  
Personnel Branch,  
Secunderabad: 25

No.SCR/P-HQ/478/COVID-19

Date: 07.05.2020

### All Concerned

**Sub:-**Preventive measures to contain the spread of  
COVID-19 – Office working w.e.f 08.05.2020.

- Ref:**
1. MHA order No.40-3/2020-DM-I(A) dated 15.04.2020
  2. This office letter of even No. dated 15.04.2020
  3. This office letter of even No. dated 19.04.2020
  4. Govt.of Telangana G.O.Ms.No.60 dated 19.04.2020
  5. This office letter of even No.dated 20.04.2020
  6. MHA order No.40-3/2020-DM-I(A) dated 01.05.2020
  7. Railway Board letter (Safety) dated 02.05.2020
  8. Govt.of AP order G.O Rt No.98 dated 03.05.2020
  9. This office letter of even No. dated 03.05.2020
  - 10.Govt.of Telangana G.O Ms.No.64 dated 07.05.2020

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Vide letter of even no dated 20.04.2020 (Ref-5), instructions were issued regarding extension of lockdown conditions for establishments of South Central Railway falling in the State of Telangana upto 07.05.2020 and carrying out only essential activities connected with freight and parcel train operations and management of COVID-19 pandemic. Further in the light of MHA order dated 01.05.2020 (Ref-6), whereby nation wide lockdown was extended for TWO weeks w.e.f 04.05.2020, instructions were issued vide this office letter dated 03.05.2020 for strict compliance with said MHA order with regard to restrictions/relaxations for districts identified as RED,ORANGE and GREEN zones.

The Government of Telangana further declared extension of lockdown till 29.05.2020 (Ref-10). In G.O.No 3654/Gen/2020 dated 06.05.2020 issued under the signature of Shri Arvind Kumar, Principal Secretary to Government, states that the guidelines issued by the Government of India vide MHA letter dated 01.05.2020 needs to be adhered to in strict sense.

In view of the restrictions and relaxations to be followed as part of the lockdown listed in the MHA order at Ref (6) above and concerned State government authorities, the following modifications are being made in the office timings and related processes and procedures regarding attendance in the offices w.e.f 08.05.2020 till 29.05.2020 or as advised. The instructions given below pertain to Rail Nilayam in particular and other offices in the State/SCR may adopt similar procedures with variations as suitable to their working conditions and in keeping with specific relaxations/restrictions of their State govt.

(2)

1. **Staggered Shift:** In order to spread the concentration of staff during entry and exit timings, the office will function in 02 shifts as follows.
  - i) First shift from 0830 to 1700 hrs with lunch break from 1200 to 1230 hrs
  - ii) Second shift from 0930 to 1800 hrs with lunch break from 1245 to 1315 hrs.
2. All officers upto JA Grade (including Sr.Scale officer's incharge) and upto 33% of other officers and staff are required to attend office. The controlling officers should nominate identify the staff on roster basis for attending office. Each staff should be told regarding the shift in which she/he is to attend the office. Every staff must mandatorily come to office wearing mask (*failing which statutory fine is liable to be paid for each violation, as per para 6 of Ref 10 above*) and present themselves for thermal screening at the entry, wash hands with the sanitizer/soap provided at the entry and maintain social distance (minimum 1 metre distance from fellow staff all the time). Detailed procedure regarding maintenance of social distance/cleanliness and hygiene in and around the office premises are given in the Annexure which should be ensured by all concerned. The Secretaries of the PHODs and ADRMs of the Division are nominated as Nodal officer for the office/department for any coordination work in this regard. Remaining officers may also identify and nominate their nodal officer.

DA: as above.

  
07.05.2020  
(G.R.S. Rad)

Dy.CPO/Co-Ord

**for Principal Chief Personnel Officer**

Copy to: PHODs, CAO/C, DRMs, CWMs, Head of Extra Divl Units  
GS/SCRMU & GS/SCRES  
President/ SCROBCEA, Zonal President/AISCTREA/SC

Annexure to letter No. SCR/P-HQ/478/COVID-19 dated 7.5.2020

South Central Railway: Revised Procedure for Offices under SCR for ensuring Social Distancing and safeguards against COVID-19 during lockdown upto 29.5.2020

S.No.	Action Required/ Precaution to be taken	Implementing Authority/Agency
1.	Persons above 65 years of age, persons with co-morbidities, pregnant ladies, parents of children below the age of 5 may be encouraged to work from home.	Officers (not below Senior Scale) entrusted with deployment of staff to ensure both for departmental as well as contractual staff  (All Officers Concerned)
2	Staff attendance: <ul style="list-style-type: none"> <li>- JAG and above in Hq – 100 % to attend</li> <li>- JAG and above in Divisions, BOs in Senior Scale – 100% to attend</li> <li>- Other officers and staff in offices upto 33% of the strength to attend upto end of lockdown period;</li> </ul>	Officers deploying staff to ensure that a roster of employees other than those categories mentioned in serial no. 1 is made ensuring  <ul style="list-style-type: none"> <li>- Not more than 33% of the strength attend office</li> <li>- Rotation of employees so that all eligible employees are called by rotation.</li> <li>- <b><u>Staff from the containment Zone should not be booked for duty</u></b></li> </ul> (All Officers Concerned)
3	All areas in the premises including the following shall be disinfected completely using user friendly disinfectant medium;	Disinfection activity to be completed before 9 am/half an hour before commencement of office on each day. In-charge of housekeeping in the office is to organize disinfection. The furniture is to be cleaned by office peons with disinfectants  <b><u>Agency nominated by DRM(HYB)</u></b>  Housekeeping staff to wear face covers/masks and hand gloves when on duty. Contractor to ensure that each day freshly sanitized masks and gloves are given to the staff deputed to the offices.  Concerned Engg Maintenance Officer

4	<p>Entrance gate of building, office etc.</p> <p>Mandatory thermal scanning of everyone entering and exiting the work place to be done</p>	<p>DSC RPF to ensure</p> <p>a) No employee/visitor is allowed inside the office premises without masks</p> <p>b) Thermal scanning is done for each employee and visitor.</p> <p>c) Record (contact No') to be kept of employees found to have body temperature above normal. Such employees should not be allowed inside the office premises and should be directed to CMS using a memo.</p> <p style="text-align: right;">Security Incharge of the Unit/Officer</p>
5	<p>Meeting room, conference halls/work areas /open areas</p>	<p>As far as feasible meetings should be done through video conferencing .In emergencies meetings may be held duly maintaining social distancing.</p> <p>Large gatherings or meeting of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites.</p> <p style="text-align: right;">Nodal Officers</p>
6	<p>Equipment and Lifts</p>	<p>1. Not more than 2/4 persons ( depending on size) will be allowed to travel in lifts or hoists.</p> <p>2. Use of staircase for climbing shall be encouraged</p> <p>3. Sr. DEEs of the divisions to ensure that poster to be provided next to the lift locations on each floor and inside the lift in trilingual form stating that-</p> <p>(i) All able bodied employees should avoid using the lift and use the staircase for reaching the upper floors.</p> <p>(ii) Lifts generally allowed only for employees above 50 years of age with occupancy not more than 2 persons.</p> <p>4. Lift buttons to be operated only using pens thus avoiding direct skin contact</p> <p style="text-align: right;">Elect. Maintenance Officer Incharge</p>
7	<p>Washrooms, toilet, sink, water points etc.</p>	<p>Only limited toilets adequate to cater to the reduced strength to be kept open. Other toilets can be kept closed.</p> <p style="text-align: right;">Nodal Officer/Outsourcing agency</p>

8	Walls/all other surfaces	Walls should be sprayed with disinfectant
9	For workers engaged by the Contractors coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work with only 30-40% passenger capacity	The contractor has to ensure provision of special transportation wherever public transport facility is not available.  Engg. Maintenance Officer Incharge/ Nodal Officer/Agency
10	Provision of hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas, Sufficient quantities of all items should be available	In-charge of housekeeping of the office to provide hands free hand wash point at prominent locations close to entrance. Posters highlighting various COVID prevention measures to be put at prominent places.  Engg. Maintenance Incharge/ Nodal Officer/Agency
11	There should be a strict ban on pan, gutka, tobacco etc. and spitting should be strictly prohibited	Nodal Officers to devise mechanism to ensure strict compliance. DSC to ensure no sale of these items inside/in front of Railway Offices  Security Officer Incharge
12	There should be a total ban on non essential visitors to offices/work places	Other than the designated serving employees normally no other visitor should be allowed . Retired employees should be discouraged from entering the office premises in their own interest. Visitors having the need to enter the premises should have (a) Face cover/masks (b) To be subjected to temperature scan. In case of temperature higher than normal, a record should be made containing full details of the visitor like name/address/contact details and the visitor should be turned back directing him to see a doctor.  (c) Should have permission of DGM/G at Railnilayam, ADRMs in the divisional offices and not less than JAG officers in charge of field unit.  Security Officer Incharge
13	Hospitals/clinics in the nearby areas which are authorized to treat COVID19 patients should be identified and list should be available at work place at all times	PCMD to ensure display details of the authorized hospitals at prominent locations on all floors of the building.  PCMD
14	Downloading of Aarogya Setu app	All concerned Nodal officers Incharge of Field Units.