



SOUTH CENTRAL RAILWAY

Headquarters Office
Personnel Branch
Secunderabad
Dt :05.06.2020.

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

All PHODs, CAO/Con.
DRMs, SC, HYB, BZA, GTL, GNT & NED
CWMs/LGDS/GTPL, TPTY & S&T MFT
Extra Divisional Officers.

Sub: Preventive measures to contain the spread of COVID-19.

Ref: (1) This office letter of even No. dt.01.06.2020
(2) Ministry of Home Affairs Order No. 40-3/2020-M(A), Dt.30.05.2020.
(3) Railway Board's Office Order No.39/2020 dated 2.6.2020

The provisions of this office letter of even No. dated 1.6.2020 are extended beyond 7th June till further orders.

Accordingly all Officers of the level of JAG and above may attend office regularly and others (below JAG level) as per roster so as to ensure that 50% of officers and staff attend office every alternate days with staggered timings. Those residing in Containment Zones as demarcated by States/District Administration will not attend office. Such officials/staff and those not being called for duty as per roster/requirement would work from home and are to be available at all times on phone and other electronic means of communication.

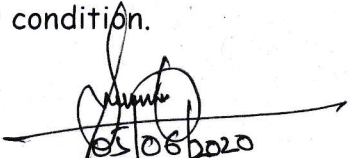
As regards use of e-office, the instructions issued by Secretary to GM/SCR under letter No.E-Office/2020-21 dated 18.5.2020 & 04.06.2020 should be strictly adhered to.

Precautionary measures as per Annexure-I attached should be followed in all circumstances. Further instructions from Ministry of Home Affairs/Railway Board/Govt. of Telangana and other State Governments modifying the above, if any, will be circulated on receipt.

Rosters for booking of staff may be issued accordingly.

The protocols in Annexure-I are meant to be implemented in Rail Nilayam and all other offices may develop system suiting their condition.

Encl: As above.


05.06.2020
(G.R.S. RAO)
Dy.CPO/Co-ord

For Principal Chief Personnel Officer

ANNEXURE-I

Few important points which may be adhered to by all while working in office so as to avoid getting infected are as under:-

1. Maximum use of e-file be made. Physical receipt/issue of document be avoided and be discouraged so as to avoid infection through touching of papers which has passed through multiple hands. Instead, maximum use of electronic means of communication (e-receipt/email etc.) be made.
2. All discussions/consultation in office be made to the extent possible through telephone or other electronic gadgets instead of physical interaction in officer's chamber or in the cell/branch. While working in Office, one should confine himself to his own room/cell. If requirement arises for physical meeting, proper physical distancing of at least one meter be maintained.
3. Gossiping, loitering and crowding in corridors should also be avoided and physical distance of one meter be strictly maintained at all times. Avoid unnecessary meeting with colleagues/officials. MTS/other staff attached with Senior Officials who sit in corridors are also to adhere strictly to those guidelines of physical distancing.
4. Lunch be taken individually. Group lunch with colleagues/friends be discouraged.
5. Hands be washed frequently with soap and water or be sanitized with sanitizers immediately on touching any physical surface or physical document or any common area.
6. As much as possible, one should avoid using other official's phones, desktop, key board, or other office equipment. If required, they should themselves first sanitize their hands before and after using such equipments. Such equipment should also be disinfected (surface or common area being touched) before and after use.
7. Face masks/cover be worn at all times.
8. In case, any official is having symptoms of COVID-19 or has come in direct or indirect contact with COVID-19 positive patient during last 14 days or has any COVID-19 positive patient/relative in self quarantine at his residence, then such official may invariably opt out from reporting to office and self quarantine for 14 days duly informing the controlling officer with details/supporting document of the case. Such officials should work from home.
9. For home quarantine, SOP of M/o HF&W available at <http://www.mohfw.gov.in/pdf/Guidelinesforhoemquarantine.pdf> may be complied with.
10. Status of Aarogya Setu App may be checked at regular intervals and particularly before starting for office. If it indicates Yellow/Orange/Red, they should not come to Office and self isolate for 14 days duly informing their controlling officer with necessary details (Ref:-DOP&T OM No.11013/9/2014/-Estt(A3) dated 29.4.2020)
11. Any official with flu like illness/COVID related symptoms should also not attend office and seek medical advice. In case the symptoms prolongs, for a longer period than medically prescribed, they should get themselves tested.
12. Visitors shall not be allowed in to the offices till 30.06.2020.
13. Gathering of more than 7 persons prohibited except in emergency arising out of train operations and similar official exigencies.
14. Separate protocols for receipt of dak from outside and its distribution in the office is being issued.
15. Desks and chairs are to be arranged in a zigzag pattern so that two employees may not sit directly across from each other.
16. Employees should strictly avoid spreading of rumors.
17. Centralized ACs may not be used for the time being, if possible.
18. Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.

