

## EAST COAST RAILWAY



प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर- 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापनाक्रमांक/Estt. Srl. No. 128/2021  
पूतरे/कार्मिक/आर/ECOR/Pers/R/Attendance

Non-RBE  
Date: 11.11.2021

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पूतरे/भुवनेश्वर  
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधा रोड, बालतेरू, संबलपुर,  
मु.कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,  
उ.मु.का अधिकारी(नि.)/भुवनेश्वर  
महासचिव/इकोर थ्र. कां., महासचिव/इकोर थ्र. यू.,  
महासचिव/एआईओबीसीआरईए, महासचिव/ एआईएससीएसटीआरईए

**Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)-  
Resumption of Biometric Attendance regarding.**

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उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. E(NG)2021/CL-4/3 दिनांक 03.11.2021 की प्रतिलिपि सूचना.  
मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's letter No. E(NG)2021/CL-4/3 Dated 03.11.2021 on the above  
quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

  
(Prakhar Gupta)

Dy. Chief Personnel Officer (HQ)  
For Principal Chief Personnel Officer

प्रतिलिपिप्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) उप म.प्र. , मुकाधि/मुकाधि(प्रशा.), मुकाधि(औ.सं.एवं कल्याण)
- 3) अध्यक्ष(रेलवे भर्ती प्रकोष्ठ), उप मुख्य प्रबंधक(सू.प्रौ),
- 4) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(I/बिल),

भारत सरकार/GOVERNMENT OF INDIA  
रेल मंत्रालय /MINISTRY OF RAILWAYS  
रेलवे बोर्ड/RAILWAY BOARD

No. E(G)2021/CL-4/3

New Delhi, Dated: 03.11.2021

The General Managers,  
All Indian Railways & Production Units,  
GMs/NF Railway  
Cons/CORE/Allahabad/Metro Railway, Kolkata.  
DG/RDSO,DG/NAIR.

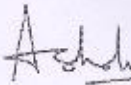
**Sub:** Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Resumption of Biometric Attendance regarding.

**Ref:** (i) Board's letter No. E(G)2017/LE 1-34 dated. 09.03.2020.

(ii) Board's letter No. E(G)2021/CL-4/3 dated 02/06/2021, 10/05/2021 & 05/05/2021.

In continuation of Board's letters referred above, please find enclosed a copy of Office Memorandum No. 11013/9/2014-Estt.A-III dated 01.11.2021 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the above noted subject, for information and strict compliance.

DA: As above.

  
03.11.2021  
(Ashok Kumar Yadav)  
Dy. Director Estt.(General)-I  
Railway Board



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 the 1<sup>ST</sup> November, 2021

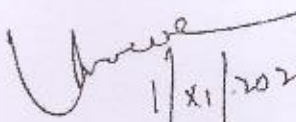
OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance regarding.

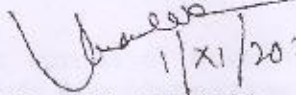
The undersigned is directed to refer to this Department's O.M. of even number dated 14.06.2021, whereby instructions regulating the attendance of Central Government employees with reduced staff, staggered timings and exemption to certain categories of employees from attending offices, which were in force up to 30.06.2021, were issued. It was also provided in the said OM dated 14.6.2021 that the biometric attendance would continue to remain suspended and physical attendance registers maintained until further orders.

2. The matter has since been reviewed and it has been decided to resume biometric attendance for all levels of employees, with effect from Monday the 8<sup>th</sup> November, 2021. It shall be the responsibility of Heads of Department to ensure that :-

- (a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- (b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding;
- (c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance;
- (d) As far as possible, designated personnel should be deployed near biometric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behavior while in queue;

  
1/11/2021

- (e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- (f) All offices shall undertake orientation of the employees on precautions to be followed.
- (g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- (h) All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.

  
11/11/2021

(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, Director, NIC, DoP&T – for uploading.