

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

No. REG/C-11/2020

Date: 20.03.2020

CIRCULAR

Subject: Staff deployment policy in view of the COVID-19 virus situation and Institute facilities being used for quarantine.

In continuation to the circular No. REG/C-11/2020 dated 18.03.2020 the following further instructions are issued:

1. **For Academic units:** In view of the fact that academic units are in a closure mode, and in view of the recent developments with respect to quarantine on campus, faculty and staff in these units may be asked to work from home to the maximum extent possible. In case some units need skeletal staff to man special facilities/essential services, such staff may be deployed with rotation as mentioned below under item 2.
2. **For non-academic units:** All Section heads are advised to draft a weekly roster of duty for Group B and C staff such that only 50 % of them are required to attend office at any given time. In the first week, this 50 % of the staff are to be drawn, to the extent possible, from amongst the staff who are residing in the campus and its close proximity.
3. Those working from home should be available on telephone and/or electronic means of communication during office hours.
4. The above instructions shall not apply to the offices and employees engaged in essential / emergency services.

The above arrangement shall come into effect immediately and will remain enforce till 4th April, 2020. The latest DoPT circular dated March 19, 2020 is attached for information.


REGISTRAR

To,
All Heads /Section In-charges of the Departments / Section

CC to:

1. Director
2. Dy. Director (AIA) / (FEA)
3. All Deans

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.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

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