

No: RITES/Admin/MIS/2020-1
Dated 23.03.2020

Ref: HR Circular/2020

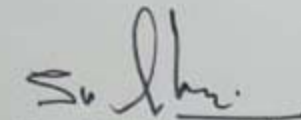
Sub: Preventive measures to be undertaken to contain the spread of COVID-19 by RITES Ltd.

In pursuance of Office Memorandum issued by DPE vide its OM dated 22nd March, 2020, in further reference to DOPT circular OM No.11013/9/2014-Estt(A-III) dated 22nd March,2020 the following directions are hereby issued for further compliance of Division/Project Office/Regional Office/REMCL.

- i) SBU Head of respective Regional Office/Project Office, RITES Ltd, REMCL may draw up a roaster of staff including those of consultants, contractual employees and outsourced employees working under them who are required to work in the office considering the urgency and fulfilling the basic requirement of functions of the Office. Only those employees who are required to perform the essential duties may be asked to attend the office.
- ii) **In other words only skeleton staff will be asked to attend the office from 23rd March Until 31st March, 2020.**
- iii) The officials who are working from home should be available on telephone and electronic means of communication at all times. They should office if called for, in case of any exigencies of work.
- iv) Concerned Officials of CMD and Directors office are requested to take measures to perform work form home facilities.
- v) These instruction shall not apply to the officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
- vi) These instructions shall be applicable with immediate effect.
- vii) For essential services at ROC/ Delhi NCR following officers are nominated for further coordination

S. No	Name	Area	Mobile No,
	R K Marwah	Over All Coordination	9811238541
1	Sudhir Hari	Security / General Administration	9811106010
2	A K Modwal, Ashwini Kumar, Vijay Anand	FMS, Housekeeping DG Set, Lift	9650224622 9818031401 8826800119
3	Pradhan Singh	Transport	9899220940
4	Puran chand	Medical	9810038601
5.	Praladh Singh	FMS DG set Lift ROC-II	9818898260

This issue with the approval of Competent Authority


(Sudhir Hari) 23/3/2020
JGM/Admin.

Copy to : All SBU Head RITES Ltd,
Secy. To CMD, CVO and Directors
Concerned District Authorities