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SURVEY OF INDIA



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विभागीय आदेश संख्या जे0- 06 /709-वेलफेयर दिनांक 06 -01-2022

Departmental order No. J- /709-Welfare dated 06-01-2022

**Sub: Preventive measures to contain the spread of Novel Corona virus (Covid-19)-
Attendance of Central Govt. Officials regarding.**

Keeping in view the initial signs of surge in cases of COVID-19 and in accordance with Department of personnel and Training's O.M. No. 11013/9/2014-Estt.A.III dated 03-01-2022, it has been decided, with the approval of Competent Authority, That:-

1. All the officers of Under Secretary and above level shall attend office on all working days.
2. 50% of Government servants below the level of Under Secretary shall attend office on any working day. The remaining officers shall work from home (WFH) and they should be available on telephone and all the other electronic means of communication at all times. In case of functional requirement they may be asked by their Addl.SG/Directors/controlling officer to attend the office.
3. Addl. SG/Directors /controlling officer are requested to ensure the smooth functioning of the Zone/Directores/Section by maintaining a duty roster as well as work done by the Zone/Directores/Sections.
4. Persons with Disabilities and Pregnant Women shall be exempted from attending the office, but they shall continue to work from home.
5. Officers residing in containment zones shall be exempted from attending office and will work from home till the containment zone is de-notified.
6. All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitized and frequent hand-washing with soap and water at all times.
7. Crowding at staircase, corridors, common areas, including refreshment kiosk and parking areas is to be strictly avoided.
8. Meetings, as far as possible, may continue to be conducted with video conferencing and personal meetings with visitors, unless absolutely required in public interest, are to be avoided.
9. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces, and proper ventilation to the maximum possible may be ensured by General Administration in office spaces and general spaces.
10. Biometric attendance shall continue to be suspended.

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These orders come to force with immediate effect and till 31-01-2022 or until further orders, whichever is earlier.

Naveen Tomar
(नवीन तोमर) 6/1/2022
भारत के महासर्वेक्षक

Copy to:-

- (i) The Secretary, Govt. of India, Ministry of Science & Technology, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016 for information w.r.t their e-mail dated 06-01-2022.
- (ii) **The Addl. SGs** : Specialized Zone, Dehradun /HQ, SGO/Tech, SGO; Dehradun / Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /NIGTC, Hyderabad / Printing Zone, Hyderabad for information and similar action.
- (iii) **The Directors**: Maharashtra & Goa GDC/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/Bihar GDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GDC / Geographical Informatics System & Remote Sensing Directorate / National Geo-spatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)/International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Directorate of Map Publication/Incharge, GISTC, SGO/ In-charge Website, SGO for information and similar action.
- (iv) **DSGs**: Central Zone, Jabalpur/ Eastern Zone, Kolkata/ North Eastern Zone, Shillong/ Northern Zone, Chandigarh/ NIGST, Hyderabad/ Southern Zone, Bengaluru/ Specialized Zone, Dehradun for information and similar action.
- (v) DSG (HR), DSG (Adm), DSG(Vig), DSG(Tech), DAF, Technical Secretary, ASG SGO for information and similar action
- (vi) E&A O 'A', 'B' & 'C' SGO for information and similar action.