



File No. 25/02/2020-NCLT

राष्ट्रीय कम्पनी विधि अधिकरण / NATIONAL COMPANY LAW TRIBUNAL

छठा तल, ब्लॉक-3,
सी. जी. ओ. कम्प्लेक्स, लोधी रोड,
6th Floor, Block-3,
CGO Complex, Lodhi Road,
नई दिल्ली / New Delhi- 110003
दिनांक / Dated: 19th May 2020

OFFICE MEMORANDUM

1. Reference Ministry Corporate Affairs letter No. A-45011/23/2020-Admn.1 dated 4.5.2020 & Ministry of Home Affairs order no. 40-3/2020/DM-1(A) dated 1.5.2020 and OM F No. 11013/9/2014-Estt. A. III dated 18.5.2020 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training).
2. All Hon'ble Members are requested to attend the office with immediate effect and carry out the work including hearing through Video Conference etc. from office.
3. The officers of the level of and Registrar/Deputy Registrar/Assistant Registrar/ Sr. Account officer/Accountant/ Court officer are directed to attend the office regularly.
4. HOD of the Bench shall prepare a roster so as to ensure that 50 percent of staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
5. Presence of aforementioned officers and staff shall be strictly monitored and non-presence without any reason shall be marked as leave.
6. This issues with approval of Hon'ble Actg. President.


(Shiv Ram Bairwa)
Registrar, NCLT

Copy to:-

1. All the Hon'ble Members, National Company Law Tribunal.
2. All Deputy Registrar/Assistant Registrar, NCLT.
3. Notice Board/Website

F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated the 18th May, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – Attendance regarding.

The undersigned is directed to refer to OM of even number dated 23rd April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID -19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

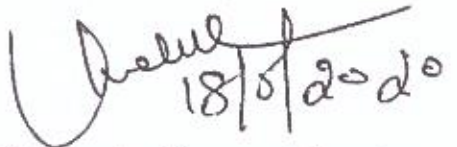
- (a) All officers of the level of Deputy Secretary and above shall attend office on all working days.
- (b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.

- (C) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

1st shift: 9 AM to 5.30 PM
2nd shift: 9.30 AM to 6 PM
3rd shift: 10 AM to 6.30 PM

3. The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders. The Heads of the Department may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

Encl.: As above.


18/01/2020

(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. Dir., NIC, DoPT
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