



DIRECTORATE OF INFORMATION & PUBLIC RELATIONS

Government of Mizoram

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GAD INSTRUCTIONS TO OFFICES TO IMPLEMENT ROSTER FOR WORKING FROM HOME FOR GROUP B, C AND D EMPLOYEES IN VIEW OF COVID-19

In continuation with General Administration Department's Office Memorandum of even No. dated 19th March, 2020 and in line with Office Memorandum issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) vide letter No. 11013/9/2014-Estt(A-III) dt. 19.3.2020 (tel:1932020), the following instructions are hereby issued for the well-being of employees of Government of Mizoram and in the interest of public health and safety.

1. Heads of Department (HoDs)/Heads of Office (HoOs) may ensure that 50 percent of Group B, C & D employees of Government of Mizoram are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs/HoOs are advised to draft a weekly roster of duty for Group B, C and D staff and ask them to attend office an alternate weeks. While deciding the roster for the first week, Heads of Department (HoDs)/Heads of Office (HoOs) are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

2. 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.

3. Instruction should be issued to all Attached/Subordinate Offices, Autonomous/Statutory Bodies/Public Sector Undertakings by their respective Head of Departments and Administrative Head of Department.

4. These instructions shall not apply to the Offices and employees engaged in essential services viz. P&E, PHE, FCS&CA, H&FW, Excise & Narcotics Departments and emergency services viz. Fire & Emergency Services and those who are involved in traffic management, Law & Order and Departments/officials engaged in taking measures to prevent the spread of COVID-19.

5. These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020

Written by: Pratap Chhetri, MIS, IPRO (https://dipr.mizoram.gov.in/posts?author_user_id=39)

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INFORMATION & PUBLIC RELATIONS DEPARTMENT



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