

DPE- No 10037/2014-GM-FTS-1867
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises
Public Enterprises Bhawan,

Block no. 14, CGO complex, Lodhi Road, New Delhi-110003.
Dated 22ndth March, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of COVID19 by the Central Public Sector Enterprises (CPSEs).

In view of Department of Personnel & Training OM no. 11013/9/2014-Estt-(A-III) dated 22.03.2020, on the above-mentioned subject, the following further directions are issued:

- (i) Heads of CPSEs may draw up a Roster of Staff (all officers and employees, including executives, non-executives, consultants, contractual and outsourced employees) who are required to render essential services within each CPSE (Keeping in view the work/production exigencies). They alone may be asked to attend the Office/Unit from 23rd March until 31st March, 2020. In other words, the CPSEs should function with skeletal staff. The officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.
- (ii) **These instructions 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.**
- (iii) These instructions shall be applicable with immediate effect.

2 All administrative Ministries/Departments concerned with the CPSEs are requested to advise their respective CPSEs suitably in this regard and obtain a compliance report from them



(Pavanesh Kr Sharma)
Deputy Secretary to the Government of India
Tel : 01 1-2436-3066

To
All Secretaries of the Ministries/Departments concerned with the CPSEs
All CMDs of CPSEs.
Copy to -

(i) Secretary, Department of Personnel & Training, North Block, New Delhi - w.r.t. O.M. No. 11013/9/2014-Estt.(A-III) dated 22nd March, 2020

- (i i) Prime Minister's Office/Cabinet Secretariat
- (i i i) PS to Hon'ble Minister (HI&PE)
- (i v) PS to Hon'ble Minister of State (HI&PE)
- (v) Senior Tech. Director, NIC, DPE

