

## केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
KENDRIYA VIDYALAYA SANGATHAN  
Under Ministry of Education, Govt. of India  
मुख्यालय, नई दिल्ली / Head Quarters, New Delhi  
website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)  
E-mail : [adtl.com.admn@kvs.gov.in](mailto:adtl.com.admn@kvs.gov.in)  
[ic.pers@kvs.gov.in](mailto:ic.pers@kvs.gov.in)

दूरभाष /Tel : 91-11-26858565

18 संस्थागत क्षेत्र, शाहीद जीत सिंह मार्ग, नई दिल्ली/

18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110 016

File No: F.11029-9/2020-KVS(HQ)/(Admn-I)/ 380 - 387

Date: 11.01.2022

### OFFICE-ORDER

#### **Sub: Preventative Measures to tackle Covid-19 pandemic-Attendance -reg.**

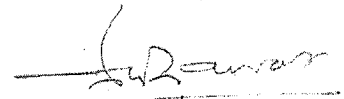
The Department of Personnel & Training (DoPT) O.M. No. F.11013/9/2014-Estt.A-III dated 03.01.2022 and MoE O.M. No. A-44011/05/2020-E-I dated 04.01.2022 states that the situation of Covid-19 has been reviewed and as the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and following has been decided in respect of KVS(HQ) employees, with immediate effect till 31<sup>st</sup> January, 2022:-

- (i) The marking of biometric attendance in the Aadhar based biometric Attendance System is suspended with immediate effect till 31.01.2022. However, the employees attending office should mark their attendance in the attendance registers to be maintained manually.
- (ii) Each Divisional Head of the establishment of KVS(HQ) will ensure that only 50% of the officer below the rank of Section Officer attend the office on a given day and the remaining 50% shall work from home. A roaster may be prepared accordingly by all the Division / Branch / Section concerned.
- (iii) All officers of the level of Section Officer & above are to attend office on regular basis.
- (iv) Persons with disabilities and pregnant women employees shall be exempted from attending office but are to work from home.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers / Staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.

- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All officers/ staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask /face cover, observing social distancing at all times.
- (ix) Proper cleaning and frequent sanitizing of workplace, particularly of the frequently touched surfaces may be ensured. Divisional Heads/ Branch Officers may also ensure non-crowding in corridors, canteens etc.

As regard to other establishments of KVS functioning across the country (i.e. KVS(ROs)/ZIETs/KVs) the directions /SOP of the State/UT Government concerned is to be followed.

This issues with the approval of Commissioner, KVS.



(S.S.Rawat)

Joint Commissioner(Pers.)

**Distribution:**

1. PS to Commissioner, KVS- for information please.
2. PA to Joint Commissioner ( Admn./ Admn.-I /Acad./ Finance/Trg.)
3. PA to Superintending Engineer, KVS(HQ), New Delhi
4. PA to Deputy Commissioner (Admn./Acad.)
5. Deputy Commissioner, all Regional Offices for necessary action.
6. Directors, ZIETs (Chandigarh / Mysore/ Bhubaneshwar/ Mumbai/ Gwalior).
7. Assistant Commissioner (Estt.-I) & (Estt. II/III), (L&C), (S&S), (RPS), (Finance) and (Admn.-I & II).
8. Deputy Commissioner, (Acad/EDP) - with the request to upload the same on KVS(HQ) web-site.