

पश्चिम रेलवे

No. E/EP/487/Misc/2020

मं.रे.प्र.कार्यालय रतलाम
दिनांक 19.01.2020

प्रति,
समस्त अधिनस्थ एवं अधिकारीगण
रतलाम मण्डल

विषय:- Implementation of Standard Operating Procedure and National Directives for COVID 19 Management for various offices of Western Railway.

महाप्रबन्धक (स्था) चर्चगेट मुम्बई के पत्र क्रं No.DGM(G)/Misc/2020 Date: 06.01.2021 की प्रति आपके सूचना,मार्गदर्शन एवं आगे की कार्यवाही हेतु प्रस्तुत है।

संलग्न:- यथोक्त

(अमरसिंह सागर)
कृते: मण्डल रेल प्रबन्धक(स्था)
रतलाम

प्रतिलिपि: -

व.म.का.अधि/मं.का.अधि/सहा.का.अधि(याता/इंजी/याँ) रतलाम मु.का.अधि/ का.अधि/ ईटी,ईएम,ईडी, ईई, गोपनीय,डीएआर,यु सेल,आरक्षण सेल, पासपीएफ/ वेतन/ निपटारा / मु.का.नि/ मु.क.नि/ मु.विधि.सहा/सीआई एचईआर/जेनिटर मंडल कार्या रतलाम , वे.रे.म.सघं, वे.रे. ए.यू , SC/ST, OBC एसो.

WESTERN RAILWAY

Headquarter Office,
Churchgate, Mumbai-20
Date: 06.01.2021

No.DGM(G)/Misc/2020

All PHODs / All DRMs / All CWMs

Sub: Implementation of Standard Operating Procedure and National Directives for COVID 19 Management for various offices of Western Railway.

Ref: 1. SOP for HQ-WR issued vide letter No.DGM (G)/Misc/2020 dtd.13/08/2020.
2. MHA Order No.40-3/2020-DM-I(A) dtd. 30.5.20, 29.6.20, 29.7.20, 29.8.20, 30.9.20, 27.10.2020, 25.11.2020 & 28.12.2020.
3. DoPT's Office Memorandum No.11013/9/2014-Estt.A.III Dated 07.10.2020.

As on date, freight trains are already running at their full capacity, operation of 90% of Local Suburban Trains have already started and even running of long distance trains is also increasing day by day. This has resulted in opening of all offices/installations and carrying out all routine activities as mandatory. With resumption of full operations of train services, all Railway staff has become essential so need is being felt to operate all offices & installations at their fullest capacity.

In view of the above and in compliance to letter of DoPT as referred (3) above , it is advised that all offices and installations of Western Railway should be opened with provision of 100% attendance as per routine working with following exceptions :-

- All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. Self-declaration of employee in this regard shall be accepted.
- Persons with Disabilities and Pregnant women employees shall continue to work from home till further orders. List of such employees should be maintained by Chief OS of the section.
- In case officer/staff is feeling symptomatic then self-declaration by employee shall be accepted.

All concerned shall ensure that all guidelines issued by MHA and concerned State Government from time to time regarding regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks, thermal screening of staff etc. during working hours shall be followed strictly. It may also be strictly ensured that there is no crowding in the corridors. For employees of HQ Office, detailed SOP issued vide letter as referred (1) above should be followed except attendance clause and similar type of SOP issued in all Divisions and EDUs should be followed except attendance clause.

In case of any discrepancy or ambiguity, current guidelines of MHA, MoHFW & State Govts shall prevail over provisions of this letter & already issued SOPs.

Kindly ensure compliance of the same.

This has the approval of AGM.

PARIKSHIT
MOHANPURI
A
(Parikshit Mohanpuria)
Dy.General Manager (G)

Digitally signed by
PARIKSHIT
MOHANPURI
Date: 2021.01.06
09:50:38 +05'30'

C/- **AGM** for kind information please.

C/- **Secy/WR** for kind information of GM.