

F.No.50014/1/2019-Admn-I
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Fisheries

1st Floor Chanderlok Building,
36th Janapath, New Delhi - 110 001
July 2020

CIRCULAR

2184

Subject: Observance of Punctuality in D/o Fisheries.

Due to outbreak of COVID-19, the entire country has been brought under lockdown resulting in suspension of various services except essential ones. Ministry of Home Affairs, vide Order dated 30.05.2020 has issued guidelines for phased re-opening (Unlock-1) of areas outside containment zones. It is now necessary that normalcy in the functioning of the Department is restored without breaching the guidelines with regard to safety measures relating to social distancing and maintaining hygiene etc.

2. All the employees of this Department are, therefore, requested to attend the office regularly and ensure marking of their attendance physically in registers. It is also added that punctuality in attendance is to be observed by Government servants at all levels. If they have been allowed to attend office on roster basis, they may submit a copy of order to that effect to Admn.I Section. If any official does not attend office and claim to work from home without any written order issued with the approval of concerned divisional head, the same will be treated as unauthorised absence and suitable action would be taken as per rules.

3. All the officials are also advised to take care of their personal hygiene, sanitation and social distancing, etc as per COVID-19 guidelines issued by MHA, MoHFW, etc for wearing of face mask and washing of hands with alcohol sanitizer/soap shall be followed without fail, especially when in office.

4. This issues with the approval of the Competent Authority.



(Yoginder Kumar)

Under Secretary to the Government of India
Ph.No. 23310351

To: All officers and Staff of D/o Fisheries.

Copy for information to:

1. PPS to Secretary (Fisheries)
2. PS to JS(IF)
3. PS to JS(MF)