

**No. Z-92011/25/2020-Coord./O&M**

Government of India  
Ministry of Communications  
Department of Posts

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Dak Bhawan, Sansad Marg,  
New Delhi- 110001

**Dated 06<sup>th</sup> January, 2022**

To,

1. All Head of Circles,
2. Director, RAKNPA, Ghaziabad
3. All CGMs
4. Director, All PTCs

**Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - reg.**

Sir / Madam,

In view of recent Surge in cases of COVID-19 across the country, the Competent Authority has directed that the following measures may please be ensured for strict compliance:-

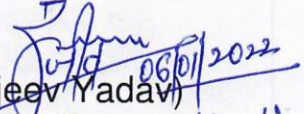
- Covid-appropriate behavior viz. frequent washing of hands, use of sanitizers, wearing of masks, observing social distancing at all times, etc. should be followed in true spirit.
- Meetings, as far as possible, shall be conducted on Video Conferencing.
- Proper cleaning and frequent sanitization of workplace must be ensured.
- Non-crowding in corridors, canteens, parking, etc. must be ensured.
- Officers / Staff shall follow staggered timings to avoid overcrowding.
- Bio-metric attendance (if any) shall be suspended and physical attendance registers to be maintained.
- All Officers / Staff residing in the Containment Zones shall be exempted from coming to offices till the Containment Zone is de notified.

2. Circles may consider allowing Pregnant Women employees and Persons with disabilities to Work from Home.

3. In accordance with the directions of the concerned State Government and Local Authorities, Circles may also consider 'Work from Home' provision for their employees and prepare roaster accordingly, if required. In such circumstances, Staff working from home should be available on telephone and other electronic means of communication at all times.

4. Concerned HoC / Incharge may have close liaison with State / Local Authorities and may take appropriate action as per the local directives / conditions w.r.t. COVID safeguards, keeping in view the operational exigencies vis a vis safety of Postal staff.
5. The above Instructions will be valid till 31<sup>st</sup> January, 2022.
6. In addition , HOCs will issue instructions to ensure 100% double dose vaccination of staff .

Yours Sincerely,

  
(Rajeev Yadav) 06/01/2022  
Assistant Director General (Coord.)

Copy to :-

All DDsG for information and necessary action (if any) w.r.t. operations of respective functional division.