

Government of India
Ministry of Defence
Department of Defence Production
D(Coord/DDP)

Sub: Preventive Measures to be taken to contain the spread of COVID-19 – Attendance regarding.

The undersigned is directed to forward herewith a copy of Secretary(DP)'s Note dated 15.06.2020 on the subject for information and compliance.

2. As per the instructions, which comes into force with immediate effect, the rate of attendance in the offices of the Department of Defence Production situated in New Delhi, will be as under :-

- | | | |
|-------|------------------------------|--------|
| (i) | Joint Secretary and above | - 100% |
| (ii) | DS/Director | - 50% |
| (iii) | Staff lower than DS/Director | - 33% |

3. The duty rosters may be prepared accordingly by the respective controlling officers/ Divisional heads.

4. Those officers / staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communication at all times.

5. All the attached / subordinate offices under the Department of Defence Production are requested to issue further orders in this regard accordingly for their offices located in Delhi only.



(S.S. Bedi)
Deputy Secretary to the Govt. of India
Tel: 2301 2065

Encl: As above.

OFB, NDO/DGQA /DGAQA/Dte. of P&C/DOS/DEO/DPIT
DDP ID No. No. 5(2)/2019-D(Coord/DDP) Dated, the 15th June, 2020

Copy to:

1. PS to RM/ PS to RRM
2. Secretary(DP)
3. AS(DP)
4. JS(P&C)/JS(Aero)/JS(DIP)/JS(LS)/JS(NS)/Advisor(Cost)/EA&JS(DOMW)
5. All Director/DS level officers in DDP
6. All other officers and other members of staff
7. DPIT – with a request to upload order on the website of the DDP


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No.43918/Secy(DP)/2020
Ministry of Defence
{Department of Defence Production}

South Block, New Delhi
15th June, 2020

In the context of ongoing COVID Pandemic and the increased infection rate in Delhi, Secretary, DoPT has telephonically suggested to inform all concerned to further modify the existing attendance rate of the staff as follows :

- i) JS and above - 100%
- ii) DS/Director - 50%
- iii) Staff Lower than DS/Director - 33%

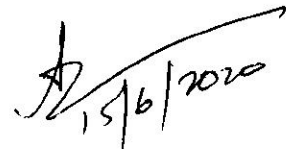

(Raj Kumar)
Secretary(DP)

Defence Secretary
Secretary, DMA
Secretary(ESW)
Secretary(DRDO)
Secretary(Defence Finance)

Copy to :

✓ JS(Coord), DDP

Pl circulate.


15/6/2020


DS (Admin)


15/6/2020