



सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
Centre for Cultural Resources and Training
(Under the aegis of Ministry of Culture, Govt. of India)

CCRT/11017/02/2022
Dated: 07/01/2022

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CIRCULAR

Subject: Preventive measures to contain the spread of Novel Corona Virus (COVID 19) - Attendance of Central Government employees-regarding.

This is in continuation of office order no. CCRT/11017/05/2021/06 dated 4th January, 2022 regarding precautionary measures and marking of attendance through bio-metric in CCRT and in pursuance of Office Memorandum No. F. No. H-13011/5/2020-Estt. Dated 6th January, 2022 of Ministry of Culture, Govt. of India.

2. All the Departmental Heads/Staff/Consultant/In-charge, Regional Centres of CCRT are requested to ensure compliance of DoPT's instruction in r/o all Officers/staff (including outsourced) working under them as below:-

- i) A roster may be prepared for Officers/staff below Deputy Director's /Consultant's level keeping in view the 50% attendance criteria for physical attendance and Work from Home respectively.
 - ii) In case of exigencies, or as per requirement, the requisite Officials/staff may be advised to attend office physically by their concerned controlling officers or by the administration.
 - iii) Those employees who are not able to work from home or who are required to deal with important files (which may not be possible to be dealt through e-office), may be asked to attend office as per necessity.
3. The marking of attendance through Aadhar Based Biometric Attendance system has already been suspended till 31st January 2022. However, all employees shall mark their attendance in Attendance Registers and the record of this attendance should be forwarded by concerned supervising officers to Establishment on weekly basis.
4. All officers/staff shall also strictly follow COVID appropriate behaviour instructions viz. frequent washing of hands/sanitization, wearing masks/face cover, observing social distancing etc. issued by DoPT, MHA and MoH&FW from time to time.
5. GA section of CCRT is requested to sanitize the workplace and other frequently touched surface areas regularly.
6. This issues with the approval of the Competent Authority.


(Suresh Karunik)
Deputy Director (Admin) 7/1/22

Copy to:-

1. All Departmental Heads/Staff, CCRT
2. OSD to Hon'ble Chairperson, CCRT
3. OSD to Director, CCRT
4. Consultant/In-charge, Regional Centres – Udaipur, Hyderabad, Damoh and Guwahati
5. IT Cell for uploading on CCRT Website
5. Notice Board and
6. Guard File