

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A.49011/12/2020/DPAR/CCD(2)

Puducherry, dated 21.04.2021

**I.D. NOTE / OFFICE MEMORANDUM**

Sub: Public Services - COVID-19 - Guidelines for functioning of Offices - Instructions - Communicated.

Ref: Office Memorandum F.No.11013/9/2014-Estt.A-III dated 19.04.2021 of the Department of Personnel & Training, New Delhi.

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A Copy of the Office Memorandum referred to above is forwarded herewith, with the following modification/clarification.

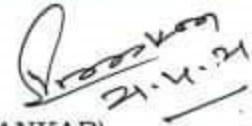
2. In this Union Territory of Puducherry, the Government offices will function as follows, until further orders:-

- (i) All Group 'A' Officers shall attend Office with full strength.
- (ii) Officers from the level of Under Secretaries to Government and equivalent / Heads of Departments / Heads of Offices / other Administrative Heads shall attend Office with full strength.
- (iii) Group 'B' and Group 'C' officials shall attend Office as per requirement with 50% staff strength.
- (iv) The 50% limit shall not be applicable to essential services Departments, revenue generating Departments and other Departments involved in COVID related activities.
- (v) The 50% limit shall not be applicable to Elections Department and the Officials involved in Elections related works shall attend office on regular basis without any exception.

3. Notwithstanding the above, the Administrative Secretaries shall be competent to fix any higher level of attendance depending on requirements. Further, officers/staff deployed for COVID management/Election duty shall attend duty.

4. The other guidelines contained in the above O.M from (d) to (l) shall be strictly adhered to. This order shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat Departments / Heads of Departments/Offices, Puducherry.

Copy to:-

1. The Commissioner-cum-Secretary / all Secretaries / Special Secretaries to Government, Puducherry.
2. The Secretary to Lieutenant Governor, Puducherry.
3. The Chief Electoral Officer, Puducherry.
4. The District Collector, Puducherry / Karaikal.
5. The Regional Administrator, Mahe / Yanam.
6. The Private Secretary to Chief Secretary, Puducherry.