

No. F. NUEPA/Admn/RO/Circular/030/2018-19
National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi- 110016

April 1, 2021

CIRCULAR

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (Covid-19)-
Attendance of NIEPA officials.**

In compliance to guidelines issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide their Office Memorandum No. 11013/9/2014-Estt.A.III dated 13.2.2021 circulated vide this Office Circular of even No. dated 25.2.2021 for regulation of attendance of Central Government employees, all the staff members of the Institute comprising Group 'A' Officers (Faculty/Non-Faculty), Group 'B' & 'C' officers and Project Staff are directed in a very specific term that attendance on all working days is compulsory without any exemption to any category of employee.

The Officers/staff residing in the containment zone shall be exempted from attending office subject to production of Notification notifying the area as "Containment Zone". However, the Officers will have to join office immediately after the area is de-notified. On their joining, they will have to apply for "Quarantine Leave" in the prescribed proforma, annexed at Annexure-A for regularization of their absence. These officers/staff who are residing in the Containment Zone shall be available on telephone and electronic means of communications at all times.

In addition to above, the officer/staff who himself/herself found as Covid positive, may inform the undersigned through e-mail/phone immediately and will follow the same procedure as mentioned in the preceding para to apply for "Quarantine Leave".

The above instructions shall be enforced with immediate effect and may be strictly adhered to.



(D.S. Thakur)

Administrative Officer (I/C)