

No.A-22020/2/2019-20-Admn. (P&T)pt.
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner
(Administration Division)


Nirman Bhawan, New Delhi
Dated the 26th April, 2021

Subject: - Preventive measures to be taken to contain the spread of novel corona virus (COVID-19) – reg.

In continuation of Ministry of MSME's OM No. B-11011/1/2020-HR dated 15.04.2021 and Office of DC(MSME)'s Order of even number dated 19.04.2021 on the subject cited above and in view of prevalence of large number of Covid-19 positive employees of the Office of the Ministry of MSME as well as the Office of DC (MSME) and their family members, it has been decided to **permit all categories of employees of M/o MSME and Office of DC(MSME) to 'Work From Home' (WFH) till 30.04.2021(Friday)** or until further orders whichever is earlier. Other instructions mentioned in the Ministry of MSME's OM No. B-11011/1/2020-HR dated 15.04.2021 and Office of DC(MSME)'s Order of even number dated 19.04.2021 will remain applicable.

2. All the employees of both the offices are accordingly advised to **Work From Home** during the current week and remain available through electronic means for the smooth functioning of the office.
3. All the employees would continue to submit their files in e-office and reply important emails at appropriate level without fail.
4. Each Divisional Head of both the offices would maintain a roster for officials to attend office at short notice.

This issues with the approval of Secretary (MSME).


(Anil Tripathi)
Director (GA)

To

1. All JSs/DDG/Directors/Dy. Secretaries/Under Secretaries of M/o MSME
2. All ADCs / DDG / JDC/ Directors / JDs / DDs/ ADs of Office of DC(MSME)
3. DD (Admn.) / AD (Admn.) / DD (GA) / AD (GA) of Office of DC(MSME)
4. SENET Division – with a request to upload in the website of O/o DC (MSME)
5. NIC/HR Division - with a request to upload in the website of M/o MSME

Copy for information to:

1. PS to Hon'ble Minister (MSME)/ PS to Hon'ble MoS (MSME)
2. PPS to Secretary (MSME)
3. PPS to AS&DC (MSME)