

**DGE-A-26016/01/2016-Adm.II (Part File-I)**

Government of India  
Ministry of Labour & Employment  
Directorate General of Employment  
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Sharam Shakti Bhavan, Rafi marg  
New Delhi, Dated: 8<sup>th</sup> May, 2020

**CIRCULAR**

**Subject:- Guidelines for employees attending the office as per roaster during lockdown period - regarding.**

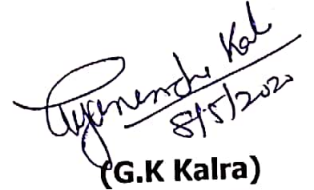
The undersigned is directed to say, that as per Ministry of Home Affairs's guidelines, Deputy Secretary and above level officers should attend the office with 100% attendance and remaining Officers/Officials up to Thirty Three Percent (33%) are required to attend the office every day from 20<sup>th</sup> April, 2020 to 17<sup>th</sup>, May, 2020 on rotation basis.

2. This Office has issued instructions to attend the office as per roaster vide order No.DGE-A-26016/01/2016-Adm.-I (Part File-I) dated 17.04.2020, 20.04.2020 and 02.05.2020 but it has been observed by the senior Officers that some of the officers/officials are not attending the office on their assigned dates as per roaster and attending the office in lieu of their assigned dates.

3. To ensure smooth functioning of this DGE, it is directed that:-

- i) Those Officers/Officials who have not attended office even for a single day of lockdown period are requested to submit leave for the period w.e.f 20.04.2020 till he/she resumes duty.
- ii) If any officers/officials who have not attended the office on specific allotted day as per roster, he/she has to submit leave application from the day he/she attended the office last, till he/she resumes duty.

4. This issues with the approval of the Competent Authority.

  
8/5/2022

**(G.K Kalra)**  
**Under Secretary to the Govt. of India**  
**Tel No.011-23473357**

To,

- (i) All the Officers/officials of DGE (Hqr.), Shram Shakti Bhavan, New Delhi.
- (ii) All the Officers/officials of DGE, Jam Nagar House, New Delhi.

Copy for similar action to:-

- (i) All the NCSC for DAs and NCSC for SC/STs and NICS NOIDA.