

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
1st FLOOR, MAHARANA PRATAP ISBT BUILDING,
KASHMERE GATE, DELHI-110006

F.17(39)/WCD/Admn./C.Virus/2020/ 15836-4)

Dated: 01 JAN/2021

CIRCULAR

In order to prevent spread of COVID-19 and in reference to letter no. 2/07/2020/S.1/Pt file IV/345 dated 31.12.2020 issued by Chief Secretary, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, Delhi Disaster Management Authority, Government of NCT of Delhi, the following measures are to be taken by the Department and Subordinate offices with immediate effects for functioning of the offices: -

1. All officers of the level of Grade-I/equivalent and above will attend office to the extent of 100% strength. The remaining staff will attend up to 50% as per requirement to be assessed by HOO/Head of Branches concerned (remaining 50% of the staff will work from Home), till 31.01.2021 or till further order whichever is earlier.
2. All the Deputy Directors/Branch in-charges/Dos/HOOs/Supdts Institutions/Homes shall make a roster of officials such that limited number attend the offices under their jurisdiction. Copy of the roster prepared shall be forwarded to Director, DWCD also. However, all Homes/Institutions/Branches those covered under essential services will function normally as already directed vide order no. 20.03.2020 (copy enclosed).
3. The officials allowed to work from home will available at any time as and when so required on phone, WhatsApp, messages and emails. Any official allowed to work from home may be called to office, if so required. **The Branch in-charge will ensure that staff is assigned work on the day of work from home and daily reporting is taken from them on mail and branch-in-charge will also send weekly report to Admn. Branch, DWCD in this regard.**
4. The officials working from home shall not leave stations unless prior permission is granted by the Competent Authority in writing and conveyed to him/her only in exceptional circumstances.
5. This arrangement shall be effective till 31.01.2021 or till further order.
6. Order about who among the official will come to office shall be mailed at supdtadmncd@gmail.com.

This issues with the prior approval of the Director, DWCD.

Encl: As above.


**Dy. Director (Admn.)
DWCD, GNCTD**

To,

All Branch-in-Charges

F.17(39)/WCD/Admn./C.Virus/2020/ /15836-4)
Copy forwarded to: -

Dated: 01 JAN 2021

1. OSD to Chairperson, DDMA, Govt. of NCT of Delhi via email id – ddma.delhi@nic.in.
2. OSD to Secretary, DWCD, Govt. of NCT of Delhi,
3. PS to Director, DWCD, Govt. of NCT of Delhi, New Delhi.
4. P.A. to Joint Director, DWCD, Govt. of NCT of Delhi, New Delhi.
- ✓ 5. Data Processing Assistant/Concerned Dealing Assistant, IT Branch, DWCD, GNCTD for uploading the circular on website of the Deptt.
6. Guard file.


**Dy. Director (Admn.)
DWCD, GNCTD**

31/c

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF N.C.T. OF DELHI
MAHARANA PRATAP ISBT BUILDING,
DELHI-110006**

PH. 011-23862652

F.No. 17(39)/WCD/Admn./C.Virus/2020/

28476-80

Dated:- 20.03.2020

20 MAR 2020

ORDER

In order to prevent spread of COVID-19 and in the light of decision taken in the meeting at Delhi Secretariat Auditorium on 20/03/2020, following measures are to be taken by the Department and subordinate offices with immediate effect: -

ESSENTIAL SERVICES

S. No.	Particulars	Remarks
1.	All the residential Homes/Institutions (Women & Children)	<ul style="list-style-type: none">All Services are essential.Visit of dignitary and Meeting of Advisory Board/governing bodies are not essential which can be suspended.Visitors will be discouraged. If visit is essential, then visitor may be facilitated to visit and speak from a safe distance with the inmates he intends to meet. In no case, physical contact like hugging, touching etc. will be permitted.
2.	Anganwadi Services	<ul style="list-style-type: none">Frequent field visits will be minimised.

NON-ESSENTIAL SERVICES

S. No.	Particulars	Remarks
1.	District Offices	<ul style="list-style-type: none">All public dealings and entry of visitors may be suspended.
2.	All Branches of Head Quarters	
3.	Works Centres for Women	<ul style="list-style-type: none">Functioning suspended.
4.	Creches	

Further, following actions will be taken to enforce the above: -

- All Deputy Directors/District Officers/Supdt./CDPO/Branch In-charge of DWCD (HQ) shall make a roster of officials such that limited number attend the offices under their jurisdiction and the office function on minimal strength and employees are desisted from travelling frequently. Rest of the employees will work from home.

- 30/c
2. The officials allowed to work from home will be available at any time as and when so required on phone, whatsapp, message and emails. Any official allowed to work from home may be called to office if so required.
 3. The officials working from home shall not leave station unless prior permission is granted by the Competent Authority in writing and conveyed to him/her only in exceptional circumstances.
 4. Attendance of official working from office and home shall be maintained by branches.

Order about who among the officials will come to office shall be mailed at suptadmncwd@gmail.com.

This arrangement will remain in force till 31.03.2020 or ordered otherwise.



(S.B. Shashank)
Director (WCD)

Dated

20 MAR 2020

F.No. 17(39)/WCD/Admn./C.Virus/2020/28476-8/
Copy to: -

1. Spl. Director/Joint Director/ Deputy Directors/District Officers/Supdt. (Homes)/CDPO/Branch In-charge(DWCD) (HQ), DWCD, Govt. of NCT of Delhi, Delhi will ensure the above instructions.

Copy for information to:-

1. Secretary to Minister, DWCD, GNCTD
2. OSD to Chief Secretary, GNCTD
3. P.S. to Additional Secretary (Home), Home Deptt., GNCTD
4. P.S. to Secretary, DWCD, Govt. of NCT of Delhi, Delhi



(S.B. Shashank)
Director (WCD)

59/c

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No.2/07/2020/S.1/Pt file IV/345

Dated: 31/12/2020

ORDER

Whereas, Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organization, and has considered it necessary to take effective measures to prevent its spread in NCT of Delhi;

2. And whereas, Ministry of Home Affairs, Govt. of India has issued Order No. 40-3/2020-DM-I(A) dated 28.12.2020 (**copy enclosed**) vide which extended the guidelines for Surveillance, Containment and Caution issued by MHA vide its earlier Order dated 25.11.2020, upto 31.01.2021. Ministry of Home Affairs, Govt. of India has also issued DO No. 40-3/2020-DM-I(A) dated 28.12.2020 (**copy enclosed**) annexed with copy of directions of Hon'ble Supreme Court in a suo-moto WP(C) No.7 of 2020, for strict enforcement of Guidelines/SOPs issued by Union/State Governments and strict compliance of COVID-Appropriate behaviour;

3. And whereas, DDMA has issued Order No. 2078 & Order No. 2079 dated 28.11.2020 with regard to maintain status quo in respect of prohibited/permitted activities as well as reduction of staff (below the level of Grade-I/equivalent) upto 50% of strength in all Government offices of NCT of Delhi / Autonomous Bodies / PSUs / Local Bodies, till 31.12.2020 or further orders whichever is earlier;

4. And whereas, the situation of COVID-19 has been reviewed and it has been decided that "status quo" in respect of prohibited / permitted activities, as per DDMA Order Nos. 2078 & 2079 dated 28.11.2020 shall be maintained in NCT of Delhi till 31.01.2021 or further orders, whichever is earlier.

5. Now, therefore, in exercise of powers conferred under Section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD hereby directs all the Departments / Autonomous Bodies / PSUs / Corporations / Local Bodies of GNCT of Delhi to maintain "Status Quo" with respect to prohibited / permitted activities in NCT of Delhi as well as reduction of staff (below the level of Grade-I/equivalent) upto 50% of strength in all Government offices of NCT of Delhi / Autonomous Bodies / PSUs / Local Bodies till 31.01.2021 or further orders, whichever is earlier.

6. All District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all authorities concerned shall ensure strict compliance of this order as well as aforesaid directions of Hon'ble Supreme Court and shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.


(Vijay Dev)

Chief Secretary, Delhi

Dated:

No.2/07/2020/S.1/Pt file IV/

Copy for compliance to:

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT of Delhi.
2. Commissioner of Police, Delhi
3. Chairman, New Delhi Municipal Council.

4. Pr. Secretary (I&P) for wide publicity in NCT of Delhi
5. Secretary-cum-Commissioner (Transport), GNCTD
6. Commissioner (South DMC/East DMC/North DMC).
7. CEO, Delhi Cantonment Board.
8. All District Magistrates of Delhi
9. All District DCPs of Delhi

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD.
4. Secretary to Hon'ble Minister of Health, GNCTD.
5. Secretary to Hon'ble Minister of Revenue, GNCTD.
6. Secretary to Hon'ble Minister of Labour, GNCTD.
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD.
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD.
9. Addl. Chief Secretary (Services)/ State Nodal Officer, GNCTD.
10. Addl. Chief Secretary (UD), GNCTD.
11. Pr. Secretary (Home), GNCTD
12. Pr. Secretary (Health), GNCTD.
13. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
14. All members of State Executive Committee, DDMA, GNCTD.
15. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website –
ddma.delhigovt.nic.in.
16. Guard file.

57/C

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No.1.(543)/DDMA(HQ)/MISC/COVID-19/PF-1/2020-21/2078

Dated: 28-11-2020

ORDER

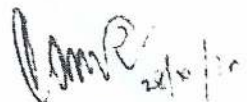
Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organization, and has considered it necessary to take effective measures to prevent its spread in NCT of Delhi, and Ministry of Home Affairs, Govt. of India has issued Order No. 40-3/2020-DM-1(A) dated 25.11.2020 annexed with Guidelines for Surveillance, Containment and Caution, which will be in force upto 31.12.2020 (copy enclosed);

2. And whereas, the situation of COVID-19 has been reviewed and it has been decided that "status quo" in respect of prohibited / permitted activities read with DDMA order No. 329 dated 11.10.2020 for celebrating festivals, order dated 18.11.2020 regarding marriage related gathering and intra-state movement of buses allowed vide DDMA order No. 339 dated 30.10.2020 and order dated 08.11.2020 and order No. 338 & 339 dated 31.10.2020, shall be maintained in NCT of Delhi till 31.12.2020 or further orders, whichever is earlier.

3. Now, therefore, in exercise of powers conferred under Section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD hereby directs all the Departments / Autonomous Bodies / PSUs / Corporations / Local Bodies of GNCT of Delhi to maintain "Status Quo" with respect to prohibited / permitted activities in NCT of Delhi till 31.12.2020 or further orders, whichever is earlier

4. It is also directed that all authorities concerned shall ensure strict adherence of guidelines in respect of COVID Appropriate Behaviour, Surveillance and Containment, use of Aarogya Setu App etc, as prescribed in annexed guidelines alongwith MHA, GOI order dated 25.11.2020. Further, all SOPs prescribed for various activities by Govt. of India as well as Govt. of NCT of Delhi from time to time shall be strictly enforced by all the authorities concerned.

5. All District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all authorities concerned shall ensure strict compliance of this order and shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.


(Vijay Dev)
Chief Secretary, Delhi

Copy for compliance to:

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT of Delhi.
2. Commissioner of Police, Delhi
3. Chairman, New Delhi Municipal Council.
4. Pr. Secretary (I&P) for wide publicity in NCT of Delhi
5. Commissioner (South DMC/East DMC/North DMC).
6. CEO, Delhi Cantonment Board.
7. All District Magistrates of Delhi
8. All District DCPs of Delhi

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD.
4. Secretary to Hon'ble Minister of Health, GNCTD.
5. Secretary to Hon'ble Minister of Revenue, GNCTD.
6. Secretary to Hon'ble Minister of Labour, GNCTD.
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD.
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD.
9. Addl. Chief Secretary (Services)/ State Nodal Officer, GNCTD.
10. Addl. Chief Secretary (UD), GNCTD.
11. Pr. Secretary (Home), GNCTD
12. Pr. Secretary (Health), GNCTD.
13. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
14. All members of State Executive Committee, DDMA, GNCTD.
15. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website - ddma.delhigovt.nic.in.
16. Guard file.

55/C

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No.1 (543)/DDMA(HQ)/MISC/COVID-19/PF-1/2020-21 / 2079

Dated: 28-11-2020

ORDER

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organization, and has considered it necessary to take effective measures to prevent its spread in NCT of Delhi;

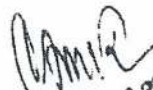
2. And whereas, Delhi Disaster Management Authority has issued various orders/instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation;

3. And whereas, Ministry of Home Affairs, Govt. of India has issued Order No. 40-3/2020-DM-1(A) dated 25.11.2020 annexed with Guidelines for Surveillance, Containment and Caution, which will be in force upto 31.12.2020, wherein inter alia clause-14 provides for imposing local restrictions with a view to contain the spread of COVID-19 in offices, (copy enclosed);

4. Now, therefore, in exercise of powers conferred under Section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD hereby directs that all Government offices of NCT of Delhi / Autonomous bodies / PSUs / Corporations / Local Bodies shall function with officers of the level of Grade-I /equivalent and above to the extent of 100% strength. The remaining staff will attend upto 50% as per requirement to be assessed by HOD concerned (remaining 50% of the staff will work from home), till 31.12.2020 or till further order whichever is earlier. All HODs shall issue consequential orders in respect of their concerned department within in 24 hours in this regard and copy of the order shall be sent to ddma.delhi@nic.in. However, Health and Family Welfare and all related medical establishments, Police, Prisons, Home Guards, Civil Defence, Fire and emergency Services, District Administration, Pay & Account Office, Electricity, Water and Sanitation, Disaster Management and related services, NIC, NCC and Municipal services, and all other essential services shall function without any restrictions and delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

5. Furthermore, private offices/ organizations are advised to stagger the office timings and also stagger the presence and quantum of staff with an objective to reduce the number of employees attending office at the same time. They are further advised to follow the practice of work from home, as far as possible.

6. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT Delhi / Autonomous bodies / PSUs / Corporations / Local Bodies of Delhi, District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all authorities concerned shall ensure strict compliance of this order in letter and spirit.


(Vijay Dev)

Chief Secretary, Delhi

No.1.(543)/DDMA(HQ)/MISC/COVID-19/PF-1/2020-21

Dated:

Copy for compliance to:

54/C

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT of Delhi.
2. Commissioner of Police, Delhi
3. Chairman, New Delhi Municipal Council.
4. Pr. Secretary (I&P) for wide publicity in NCT of Delhi
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4. Secretary to Hon'ble Minister of Health, GNCTD.
5. Secretary to Hon'ble Minister of Revenue, GNCTD.
6. Secretary to Hon'ble Minister of Labour, GNCTD.
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD.
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD.
9. Addl. Chief Secretary (Services)/ State Nodal Officer, GNCTD.
10. Addl. Chief Secretary (UD), GNCTD.
11. Pr. Secretary (Home), GNCTD
12. Pr. Secretary (Health), GNCTD.
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