

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/ 2971-75

Dated: 07/06/2021

CIRCULAR

In order to prevent spread of COVID-19 and in reference to order no. F.2/07/2020/Pt file-III/432 dated 05.06.2021 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) with effect from 07.06.2021.
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 further orders.
6. Order about who among the official will come to office shall be mailed at supdtadmnwcd@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/ 2971-76
Copy forwarded to: -

Dated: 07 JUN 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**

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

No. F.2/07/2020/pt file-III/ 432

Dated: 05.06.2021

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, considering the unprecedented surge in COVID-19 cases with high positivity rate and in order to break the transmission chain of COVID-19 virus, DDMA had imposed curfew on movement of individuals in the territory of NCT of Delhi with effect from 10:00 pm on 19.04.2021 (Monday) to 5:00 am on 26.04.2021 (Monday) vide Order No. 381 dated 19.04.2021, which was extended till 05:00 am on 03.05.2021 (Monday) vide Order No. 397 dated 25.04.2021, further extended till 05:00 am on 10.05.2021 (Monday) vide DDMA Order No. 407 dated 01.05.2021, further extended till 05:00 am on 17.05.2021 (Monday) vide DDMA Order No. 415 dated 09.05.2021, further extended till 05:00 am on 24.05.2021 (Monday) vide Order No. 423 dated 16.05.2021, further extended till 05:00 am on 31.05.2021 (Monday) vide DDMA Order No. 426 dated 23.05.2021 and also extended till 05:00 am on 07.06.2021 (Monday), as an emergency measure;

3. And whereas, the situation of COVID-19 in NCT of Delhi has again been reviewed and observed that, though the number of COVID-19 patients and positivity rate is declining, the situation is still precarious, therefore, in order to contain the spread of virus and to further break the transmission chain, curfew needs to be further extended for another week in the territory of NCT of Delhi (except for essential and permitted activities / services), along with reopening of some more prohibited activities in a phased manner in areas outside the containment zones for overall well being of the people of NCT of Delhi.

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 to extend the curfew, on movement of individuals (except for essential and permitted activities / services as already stipulated in DDMA Order No. 381 dated 19.04.2021, Order No. 397 dated 25.04.2021, Order No. 415 dated 09.05.2021 and Order No. 431 dated 29.05.2021) **in the territory of NCT of Delhi, till 05:00 am on 14.06.2021 (Monday)** or further orders whichever is earlier.

5. Furthermore, the following additional activities shall also be allowed outside the Containment Zones with effect from 5:00 am on 07.06.2021:

- (i) 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). All HODs shall issue consequential orders in respect of their concerned department in this regard. 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, Services, GAD, Power, Water and Sanitation, Public Transport (Air / Railways / Delhi Metro / Buses) including all incidental services / activities that are essential for smooth functioning of all modes of

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public transport (such as handling of cargo, ticketing air freight station, CFS, ICD etc.), Disaster Management and related services, NIC, NCC and Municipal services, and all other essential services shall function without any restrictions (i.e. at 100% strength) and uninterrupted and smooth delivery of public services shall be ensured. These officers / officials shall be allowed, **on production of valid I card**. However, officers / officials of Government of India, its autonomous / subordinate offices and PSUs shall remain allowed as per the restrictions imposed by Government of India, **on production of valid I card**.

- (ii) All Private offices in NCT of Delhi shall be allowed to function to the extent of 50% strength of their staff between 9 AM to 5 PM, **on production of valid authority letter and valid I card issued by their employer/firm/company**. Private offices / organizations are also 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 so as to ensure the protocol pertaining to social distancing at workplace. They are further advised to follow the practice of work from home, as far as possible.
- (iii) (a) All Malls, Markets and Market complexes (except Weekly Markets) shall open between 10 AM to 8 PM on odd-even basis viz. shops would open on alternate days depending on their shop number. This implies that only 50% of the shops (excluding those selling essential goods) shall be opened. However, shops selling essential goods including educational books and stationary shops, fan shops in Malls, Markets and Market complexes, are permitted to open on all days without restriction of timings. Market Trade Associations (MTAs), District Magistrate, District DCP and Deputy Labour Commissioner concerned would be responsible to ensure the compliance of this stipulation.
- (b) All Standalone (single) shops and all Neighbourhood (colony) shops and shops in residential complexes, shall be permitted to open on all days without any distinction of essential and non-essential goods / services. However, the timings of the such shops dealing with non-essential goods / services will be between 10 AM to 8 PM.
- (c) The movement of the owners and the employees / workers of the shops of all Malls, Markets, Market complexes, Standalone (single) shops and all Neighbourhood (colony) shops shall be allowed, **on production of valid I card issued by the employer / firm / company or valid e-pass issued by District Magistrate concerned through online portal**.
- (iv) Transportation by Delhi Metro shall be allowed upto 50% of the seating capacity of metro coach.
- (v) Delivery of all type of goods through e-commerce shall be allowed **on production of valid I card issued by the employer / firm / company**.

6. It is further directed that all COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, maintaining health hygiene, no spitting, no consumption of liquor, pan, gutkha, tobacco etc. shall be maintained in all Government and Private Offices, Malls, Markets, Market complexes, Standalone (single) shops, Neighborhood (colony) shops etc. If the aforesaid norms of COVID Appropriate Behaviour are not maintained by any office / shop, then the said office / shop shall be liable to be closed in view of public health hazard for containing the spread of COVID-19 pandemic and the owner of the office / shopkeeper shall also be liable for criminal prosecution under the relevant laws.

7. It is also directed that the Market Trade Associations (MTAs) and Resident Welfare Associations (RWAs) shall also be responsible for ensuring compliance of COVID Appropriate Behaviour by all shopkeepers, offices and residents within the premises of Malls, Markets, Market complexes, offices and societies. All District Magistrates, District DCPs and other authorities concerned shall take strict action against the defaulting persons, owners of the offices, shopkeepers, weekly marketers as per the applicable laws and rules, including closure of such shops / business premises.

8. It is reiterated that all District Magistrates, District DCPs, Deputy Commissioners of Municipal Corporations / Officers of NDMC and Delhi Cantonment Board, Vice Chairman, DAMB & Secretaries of APMCs and all other authorities concerned shall be responsible for ensuring COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, maintaining health hygiene, no spitting, no consumption of liquor, pan, gutkha, tobacco etc. in all Offices, Malls, Markets, Market complexes, Standalone (single) shops, Neighborhood (colony) shops, Mandis, ISBTs, Railway platforms / Stations, Slum areas as well as at all areas identified as hotspots for transmission of COVID-19 virus. It should be ensured that the people who visit these places strictly follow COVID Appropriate Behaviour and are wearing masks, maintaining social distancing etc. without fail. It should also be ensured that no weekly markets are functioning illegally within the jurisdiction of respective District Magistrates.

9. Further, Police authorities shall ensure effective checking of movement of persons and vehicles by putting adequate number of checking points / pickets with the objective to prevent unnecessary movement of people on roads during curfew. Delhi Police shall also ensure that movement of individuals and vehicles should be allowed strictly as per the guidelines / protocols prescribed in the curfew order.

10. Commissioner, Delhi Police, Pr. Secretary (Revenue), Pr. Secretary (H&FW), GNCTD, all District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all other authorities concerned are directed to ensure strict compliance of this order and to take all requisite actions for effective implementation of the extant directions of MHA, Govt. of India issued vide order dated 29.04.2021 and extended till 30.06.2021 vide MHA order dated 27.05.2021 regarding Containment, Testing and Surveillance, Clinical Management, Vaccination, Community Engagement, COVID Appropriate Behaviour etc. The authorities concerned shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.

11. In case any person is found violating the aforesaid instructions, the defaulting person(s) shall be proceeded against as per the provisions of section 51 to 60 of the Disaster Management Act, 2005, Section 188 of IPC and other applicable laws.

12. E-pass possessed by a person for movement connected to essential and permitted activities during night / weekend curfew / aforesaid curfew periods shall remain valid during the curfew period.


(Vijay Dev)

Chief Secretary, Delhi

Copy for compliance to:

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

4. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD
5. Pr. Secretary (Health), GNCTD
6. Pr. Secretary-cum-Commissioner, Transport Department, GNCTD
7. Pr. Secretary (Labour), GNCTD
8. Commissioner (South DMC/East DMC/North DMC)
9. Secretary (I&P) for wide publicity in NCT of Delhi
10. Secretary (IT) with the request to operationalise e-pass system on website www.delhi.gov.in
11. Vice- Chairman, Delhi Agriculture Marketing Board, GNCTD
12. Managing Director, DMRC
13. CEO, Delhi Cantonment Board
14. All District Magistrates of Delhi
15. All District DCPs of Delhi
16. All District Deputy Labour Commissioners of Delhi
17. Director, DGHS, GNCTD

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi
2. 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. Staff Officer to Cabinet Secretary, Gol
10. Special Secretary (UT), MHA, Gol
11. Addl. Chief Secretary (Power)/ State Nodal Officer, GNCTD
12. Addl. Chief Secretary (UD), GNCTD
13. Pr. Secretary (Home), 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.

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF N.C.T. OF DELHI
MAHARANA PRATAP ISBT BUILDING,
DELHI-110006
PH. 011-23862652**

Dated:- 20.03.2020

F.No. 17(39)/WCD/Admn./C.Virus/2020/ 28476-80

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. Frequent field visits will be minimised.
2.	Anganwadi Services	

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.

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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 suptadmnwcd@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/
Copyto: -

1. Spl. Director/Joint Director/ Deputy Directors/District Officers/Supt. (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)