



No. CWC CO-PD0ADMN/6/2020-PERS

Dated: 18.04.2021

### Circular

**Subject** : Work from Home(WfH) w.e.f. 20<sup>th</sup> to 23<sup>rd</sup> April 2021.

**Reference** : No. CWC CO-PD0ADMN/6/2020-PERS-Part (2) Dated: 17.04.2021

With the Covid-19 cases increasing in Delhi NCR at an alarming rate, the situation is turning out to be grim and serious. Govt. of NCT of Delhi have issued various advisory and latest being the weekend Curfew imposed in the Capital. Considering the safety of staff, CWC Corporate Office had also carried out RT-PCR test on 16th April, 2021. To contain & break the cycle of Corona virus in Corporate Office, in addition to earlier circulars on the subject, followings have been decided:

1. From **20th April 2021 to 23rd April 2021** all officials are to **WfH** including outsource manpower. However, in case any officials could not attend the office on 19<sup>th</sup> April 2021, the same shall be treated as WfH.
2. All are hereby advised to collect their necessary pen-drives, Laptops, Digital Signature Certificate, documents etc. on 19<sup>th</sup> April 2021, if required, so that there is no hindrance for them to WfH. WfH means "**On Duty**" and perform work using all available **e-Tools**.
3. All Officials should be available on **telephone & electronic means** of communication at all times.
4. Further if anyone, who is required to attend office physically for any **urgent work** at Office, Ministry etc., then he/she should make themselves available.
5. **No new transfer or relieving order should be issued till further order.**
6. **Canteen operations are suspended till further orders.**
7. **Dr Subhash Aggarwal**, may be contacted for COVID related consultancy on mobile no. +**91-9811380755**, email id **drsubhashconsultanat@gamil.com**

**Distribution:**

**(Anil Manik Rao)**  
Group General Manger (Pers)

HoDs/CWC, CO, New Delhi & RMs/CWC: with a request to comply with sl.no. 5 above and to organize the work using available e-Tools including Virtual Conference Meetings. Closely monitor work & supervise employees working under them.

**Copy to:**

1. PS to Chairman/PS to MD/PS to Dir (Pers)/Consultant to Dir (Fin)/PA to CVO/PS to Dir(M&CP), CWC, CO, New Delhi
2. Secy. General, Fed of CWC EU, New Delhi-110058