



No: CWCCO-PD0HRMS/2/2020-PERS

Date: 17.07.2020

CIRCULAR

Sub: Guidelines for Work from Home

The numbers of COVID cases are increasing everyday not only in India but across the World. Under the circumstances we are left with no other option except to adopt abundant precautionary measures to protect ourselves from the spread of the COVID. Work from Home is a step towards this objective. Nevertheless as CWC is also engaged in storage and distribution of food grains, we have to be more work oriented in this period of need of the Nation. Work from home (WFH) as such can be availed by the employees of CWC in accordance with the following terms and condition:

- i. WFH is allowed to such employees who are capable to perform duties from home as per their job profile without impacting any operations and day to day office work.
- ii. Officials residing in containment zone may be allowed for work from home till containment zone is denotified and approval of the concerned Director will be required. Accordingly concerned employee has to inform concerned HoD with supporting evidence and apply for WFH.
- iii. During the WFH period performance of the employee should be monitored by the respective HoD and status report on work done needs to be submitted to the concerned director through their controlling officer.
- iv. In any case the employee suffering from cold, flue, sneezing etc. s/he must not be allowed to come to office. It also becomes the responsibility of the employee concerned to see that s/he avoids meeting people in the interest of the society at large. At the time of joining s/he needs to produce medical certificate.
- v. HoDs will allow WFH, considering the seating arrangements at office while ensuring proper social distancing.
- vi. At RO/CO level, WFH may be granted only to those employees who are conversant and having access to the *e-office* and are ready to work on the *e-office* platform from home.

- vii. Every working day, each officer on WFH shall fix targets/specific work for their immediate subordinate to be achieved on the day. This shall be sent through e-office/email. The recipient of this e- file/mail shall further allocate work to his/her subordinate (and so on). This correspondence shall be available one-office.
- viii. Every Employee shall be available for telephonic consultation during office hours and phone shall be answered all the time.
- ix. Sweeping/cleaning work and upkeep work related to electricity and computer network shall be carried out by outsourced staff on each day. Staff Car Driver will also attend the office on all working days.
- x. If an employee is asked to undergo self-quarantine by any Government Authority (due to official outstation travel) for official purpose, then employee will be on WFH during the period of quarantine as per Govt. directives. Concerned official has to apply for WFH.
- xi. If an employee proceeds on any outstation visit due to personal reason then, he will have to apply leave for that period as admissible with station leaving permission and no work from home option will be allowed for that period. It is clarified that no employee will leave the station without station leaving permission. However, on his return to station/place of posting, if he is asked to undergo self-quarantine by any Government Authority (due to outstation travel) then, if WFH is possible based on the approval of concerned Director, employee will be on WFH during the period of quarantine and in areas where WFH is not possible and the employee has to apply for WFH/Leaves as the case may be before leaving station.
- xii. If any employee because of reasons other than as mentioned above, is asked to be on home quarantine/self-quarantine by any Government Authorities/ Medical Officer then, the concerned employee will be on WFH for the said period and in case test for COVID-19 is required during the home quarantine period as prescribed by the doctor then, will be on WFH till the date of report. Concerned employee has to inform his/her HoD and apply for WFH with supporting documents.

During the period the officials working from home should be available on telephone and electronic means of communications at all times. They should attend office, if called, for any exigencies of work.

The above guidelines and guidelines issued earlier should be adhered strictly and in case of any lapses, the responsibility will lie on the concerned HoD.

Above guidelines will be effective till further order.

This issues with the approval of competent authority.

(Somnath Acharya)
General Manager (Pers.)

Distribution to:

1. All HoDs, CWC, CO, New Delhi
2. All RMs, CWC Regional Offices

Copy to:

1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(fin)/PS to Dir(MCP)/PA to CVO
2. GGM(System) – with the request to upload the circular on the CWC portal



DAILY ACTIVITY REPORT

Employee Name

Department

Date

Completed Tasks

Ongoing Tasks

Tasks for the next day

Approved by:

Date: