



No: CWCCO-PDOHRMS/2/2020-PERS

Date: 19.11.2020

CIRCULAR

SUB: GUIDELINES FOR WORK FROM HOME

Considering the increased risk of COVID-19 cases, Competent authority has decided to allow Work from Home (WFH) with the following conditions:

- i. If an employee has been asked to undergo self-quarantine due to being tested COVID-19 positive, then employee may avail WFH during the said period with approval of Concerned Director/ HoD.
- ii. The employee concern will join duty after the self-quarantine period is over and on obtaining fitness/discharge certificate from the Authority concerned.
- iii. During the WFH period performance of the employee shall be monitored by the respective HoDs.

During the period of WFH, the officials should be available on telephone and electronic means of communications at all times. Above guidelines will be effective till further order.

All other terms and conditions as issued from time to time will remain in force till further order.

(Somnath Acharya)
General Manager (Pers.)

Distribution to:

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

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1. PS to Chairman/Sr. PA to MD/PS to Dir(P)/SAM to Dir(F)/PA to CVO
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