

Telephone 2301 2357



**OP IMMEDIATE**

Directorate General of  
Aeronautical Quality Assurance  
Ministry of Defence  
' H' Block, New Delhi-110011

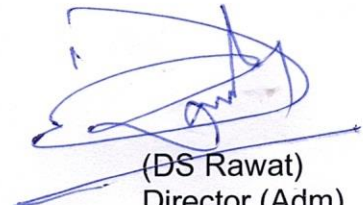
No 3933/Misc/DGAQA/Adm-III

23 Mar 2020

O/o ADG (SZ), Bengaluru  
O/o ADG (N&CZ), Lucknow  
O/o ADG Nasik  
O/o ADG, Koraput  
O/o CO, AQAW (A), Khamaria  
O/o Principal Director (MSQAA), Hyderabad  
O/o Head SSQAG, Hyderabad

**PREVENTIVE MEASURE TO CONTAIN THE SPREAD OF NOVEL  
CORONAVIRUS (COVID-19)-REGARDING**

1. Please refer to Gol, Ministry of Personnel, Public Grievances and Pensions (Deptt of Personnel & Training) letter No 11013/9/2014-Estt.(A-III) dated 22 Mar 2020 .
2. Keeping in view the instructions as contained in the ibid order, it has been decided that this HQ will function with skeletal staff till 31 Mar 2020. The remaining Officers and staff who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.
3. Similar instructions should also be issued by respective ADGs/RDAQAs/HOOs in respect of their offices depending upon the lockdown situation in their cities.
4. This issues with the approval of DG AQA.

  
(DS Rawat)  
Director (Adm)  
For DG AQA

Copy to :-

PPS to Secretary (DP)  
PPS to Addl Secy (DP)  
PPS to JS (Aero)  
MoD/D(HAL-III)

All Field Establishments

PPS to DG AQA  
PA to ADG AQA  
All Sections in DGAQA  
IT Section -

It is requested that the above mentioned letters may please be uploaded on the DGAQA website

F. No.11013/9/2014-Estt-(A-III)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi

Dated 22.03.2020

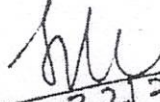
OFFICE MEMORANDUM

**SUB: Preventive measures to contain the spread of COVID -19**

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
- (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.

2. These instructions shall be applicable with immediate effect.

  
22/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT