ABSTRACT

Public services - Covid–19 Pandemic – Regulation of period of absence of Government employees during lock-down period - orders – issued.

REVENUE AND DISASTER MANAGEMENT (DM-II) DEPARTMENT

G.O.(Ms)No.304 **Dated 17.06.2020**
சார்வரி ஆனி 03.
திருவள்ளுவர் ஆண்டு 2051

Read :

1. G.O.(Ms.)No.172, Revenue and Disaster Management Department, dated 25.03.2020.
2. G.O.(Ms.)No.217, Revenue and Disaster Management Department, dated 03.05.2020.
3. From the Government of India, Ministry of Labour & Employment, Directorate General of Employment-A/26016/01/2016-Admn-II (Part file-1), dated 08.05.2020
4. G.O.(Ms.)No.239, Revenue and Disaster Management Department, dated 15.05.2020.
5. From the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training - F.No.11013 dt.19.05.2020
6. From the Government of India, Ministry of Health and Family Welfare, Notification, dated 04.06.2020.

ORDER:

Following the Notifications issued by the Government of India, during the period of lock down due to COVID-19 pandemic, the working strength of all Government offices was kept at a bare minimum as per orders issued in the Government Order first read above, with each department putting in place a roster system for ensuring necessary work. Subsequently the working strength of all Government offices during the lock down period due to Covid-19 pandemic, was kept at a maximum of 33% as per the Government Order issued in the second read above.

2. In the Government Order fourth read above, orders were issued to the effect that the Government offices shall function 6-days a week with half the staff working alternately on two consecutive days in order to maintain social distancing and also to ensure regular functioning of the Government offices.

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3. Now clarifications are sought for from many departments with reference to regulating the period of absence during the lock-down as well as for the period for which roster has been drawn.

4. In this regard, the Government of India, Ministry of Labour & Employment, Directorate General of Employment in the reference third read above has directed that

(i) those officer / officials who have not attended office even for a single day of lock-down period be requested to submit leave for the period w.e.f. 20.04.2020 till he / she resumes duty,

(ii) if any officers / officials who have not attended office on specific allotted day as per roster, he / she has to submit leave application from the day he / she attended the office last, till he / she resumes duty;

5. The Government have decided to issue the following clarifications to regulate the period of absence of Government employees during the period under lock-down including the intense lockdown from 19.06.2020 to 30.06.2020 as below and direct accordingly :-

(i) the period of absence of Government employees during the lock down from 25.03.2020 to 17.05.2020 be **treated as duty**, since no transport facility was available;

(ii) those officers/officials who applied for their eligible leave prior to lock-down (i.e) prior to 25.03.2020 and not able to join duty on completion of the leave period due to lock-down upto 03.05.2020, be treated as **deemed to have joined duty** on their date of completion of leave period applied (in the case of leave on medical grounds, subject to production of Medical Fitness Certificate).

(iii) those officer / officials who have not attended office as per 50% roster drawn w.e.f. 18.05.2020 (after arrangement of minimum transport facilities) even for a single day, shall submit leave application (*eligible leave i.e., C.L. / E.L. / UEL on PA (half pay) / EL WA without Medical Certificate and without pay and allowances)* for the period from 18.05.2020 till he / she resume duty;

(iv) if any officer / officials who have not attended the office on specific allotted day as per roster he / she has to submit leave application from the day he / she attended office last, till he / she resumes duty (*eligible leave i.e C.L. / E.L. / UEL on PA (half pay) / EL without pay allowance & without Medical Certificate);*

(v) if a Govt. servant is on medical treatment other than Covid-19, he / she may be sanctioned UEL on M.C. if applied (Medical certificate to be produced);

(vi) if the Government servant himself is Covid Positive and under treatment (or) if his/her family members are affected with Covid and if he/she is quarantined (or) if their residence is in the containment zone requiring quarantine due to Covid-19, the entire period of treatment / quarantine as certified by appropriate Medical authorities be treated as **Special Casual Leave** ;

(vii) in respect of Differently-abled employees, the Welfare of Differently Abled Persons department issued various orders from time to time exempting the differently-abled persons from attending duty for each lock-down. Such

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periods of exemption granted by the Welfare of Differently Abled Persons department be **treated as duty**;

(viii) in respect of Pregnant women, the GOI, Ministry of Personnel in the reference fifth read above, have decided not to include Pregnant Women in the roster during lock-down. In the same analogy the pregnant women Government employees be exempted from attending duty and the period of above exemption be **treated as duty**;

(ix) in respect of employees with co- morbidities, the GOI, Ministry of Personnel in the reference fifth read above, have decided not to include employees with co- morbidities in the roster during lock-down. In the same analogy, Government employee who are aged 55 years and above with co-morbidities, upon production of medical certificate, be exempted from attending duty and the period of above exemption be treated as duty;

(x) The above guidelines shall be applicable to employees of Commissions, Boards, Corporations, Universities, Companies, Institutions, Societies, etc., of the State Government.

6. The above guidelines are applicable for the entire periods of lockdown till the Government announces the end of the lockdown under the Disaster Management Act.

(By order of the Governor)

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT

To

All Additional Chief Secretaries / Principal Secretaries / Secretaries to Government, Chennai – 600 009.
All Departments of Secretariat, Chennai – 600 009.
All Heads of Departments including District Collectors / District Judges / District Magistrates.
The Secretary, Tamil Nadu Public Service Commission, Chennai – 600 003.
The Registrar General, High Court of Madras, Chennai – 600 104.
The Registrar, High Court of Madras (Madurai Bench), Madurai.
All Constitutional / Statutory bodies including all State Corporations, Local Bodies, Boards, Universities, Commissions, Companies, Institutions, Societies, etc.
The Accountant General, Chennai- 600 018.

Copy to:

The Principal Secretary-I to Hon'ble Chief Minister, Chennai – 600 009.
The Special Personal Assistant to Hon'ble Deputy Chief Minister, Chennai – 600 009.
The Special Personal Assistant to Hon'ble Minister (Fisheries, Personnel and Administrative Reforms Department), Secretariat, Chennai – 600 009.
The Principal Private Secretary to Chief Secretary to Government, Secretariat, Chennai – 600 009.

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The Principal Private Secretary to Additional Chief Secretary to Government, Revenue and Disaster Management Department, Secretariat, Chennai – 600 009.
The Principal Private Secretary to Secretary to Government, Personnel and Administrative Reforms Department, Secretariat, Chennai – 600 009.
All Officers / Sections in Personnel and Administrative Reforms Department, Secretariat, Chennai-9.
The Personnel and Administrative Reforms (AR.II) Department, Secretariat, Chennai-9. (To publish in the Government website intranet).
The Law (Scrutiny) Department, Chennai-9.
The Finance Department, Chennai – 9.
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//Forwarded By Order//

17/6/2020

SECTION OFFICER

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