



**MODERN COACH FACTORY, RAEBARELI  
(Personnel Department)**

Office of the  
General Manager (P)

**NOTE**

**Sub:** Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric Attendance regarding.  
**Ref:** Dy. Director Estt. (General)-I, Railway Board's Letter No. E(G)2021/CL-4/3, dated 03.11.2021 (Copy enclosed)

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A copy of Railway Board letter no. E(G)2021/CL-4/3, dated 03.11.2021 on the above subject is enclosed herewith for kind information, guidance and necessary action please.

DA:- As above.

**No. MCF/RBL/CV(COVID-19)**

**Date: 23/11/2021.**  
25

*Madan*  
25/11/21

**Senior Personnel Officer/Gaz.  
For General Manager (P)**

*o/l*  
*Sharma*

Copy to:

1. All PHODs, CHODs, Dy. HODs, MCF/RBL.
2. Secy. to GM for kind information please.
3. PS to PCPO for uploading on MCF Website.

MCF/RBL  
25  
RAEBARELI



04  
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भारत सरकार/GOVERNMENT OF INDIA  
रेल मंत्रालय /MINISTRY OF RAILWAYS  
रेलवे बोर्ड/RAILWAY BOARD

S.No.....<sup>04</sup>  
Recd. Date.....03/11/2021

No. E(G)2021/CL-4/3

New Delhi, Dated: 03.11.2021

✓ The General Managers,  
All Indian Railways & Production Units,  
GMs/NF Railway  
Cons/CORE/Allahabad/Metro Railway, Kolkata.  
DG/RDSO, DG/NAIR.

MCF

Sub: Preventive measures to contain the spread of Novel Coronavirus  
(COVID-19) - Resumption of Biometric Attendance regarding.

Ref: (i) Board's letter No. E(G)2017/LE 1-34 dated. 09.03.2020.

(ii) Board's letter No. E(G)2021/CL-4/3 dated 02/06/2021,  
10/05/2021 & 05/05/2021.

In continuation of Board's letters referred above, please find enclosed a copy  
of Office Memorandum No. 11013/9/2014-Estt.A-III dated 01.11.2021 issued by  
Ministry of Personnel, Public Grievances and Pensions (Department of Personnel  
and Training) on the above noted subject, for information and strict compliance.

DA: As above.

Ashok  
03-11-2021

(Ashok Kumar Yadav)  
Dy. Director Estt.(General)-I  
Railway Board

CAO, PCMO  
PCPO & all in PWD/US  
for info. & n.a.p.  
Uthman  
11/11/21

GENERAL MANAGER OFFICE

MODERN COACH FACTORY RAEBARELI

RECEIPT No. 2366

09/11/2021

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1/21/21

F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 1<sup>st</sup> November, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated 14.06.2021, whereby instructions regulating the attendance of Central Government employees with reduced staff, staggered timings and exemption to certain categories of employees from attending offices, which were in force up to 30.06.2021, were issued. It was also provided in the said OM dated 14.6.2021 that the biometric attendance would continue to remain suspended and physical attendance registers maintained until further orders.

2. The matter has since been reviewed and it has been decided to resume biometric attendance for all levels of employees, with effect from Monday the 8<sup>th</sup> November, 2021. It shall be the responsibility of Heads of Department to ensure that :-

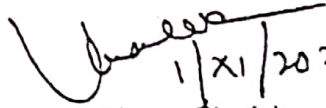
- (a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- (b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding;
- (c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance;
- (d) As far as possible, designated personnel should be deployed near biometric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behavior while in queue;

  
1/21/2021



संविधान / भारतीय

- (e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- (f) All offices shall undertake orientation of the employees on precautions to be followed.
- (g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- (h) All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.

  
1/XI/2021

(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

- 1) All the Ministries/Departments, Government of India.
- 2) PMO/Cabinet Secretariat.
- 3) PS to Hon'ble MoS.(PP).
- 4) PSO to Secretary (Personnel).
- 5) Sr. Tech, Director, NIC, DoP&T – for uploading.