

RESTRICTED

NCC DTE (KER & LAK), TRIVANDRUM



SPECIAL DIRECTORATE ROUTINE ORDER BY
BRIG GJS BAGHIANA, OFFG ADG

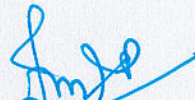
STATION : TRIVANDRUM	FRIDAY	19 JUN 2020
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SPECIAL ORDER : OFFICE FUNCTIONING FROM 22 JUN 2020 TO 30 JUN 2020

1. Further to this Office Order No 0452/DRO/Pers (B) dt 09 Jun 2020.
2. Based on the instructions issued by Govt of Kerala Order No 117/2020/Govt Adm Dep (GAD) dt 18 Jun 2020 and considering the COVID-19, all NCC Offices in the State will function with 50% attendance with immediate effect. Balance employees/staff will perform their duties through '**work from home**' on the days when they are not present at the office.
3. Supervisory officers/staff will ensure that work is conducted smoothly on the day of their attendance and in other sections of the office also.
4. Group A and Group B officers will be present in the office every day.
5. Anti COVID measures will be followed strictly by all offices. The **Gp Cdr and CO's** can decide on the attendance of their staff depending upon the prevailing local COVID situation.
6. This order of restriction are in force till 30 Jun 2020.



File No : 0452/DRO/Pers (B)
NCC Directorate (K&L)
Trivandrum - 10


(S Francis)
Col
Director
for Offg ADG

19 Jun 2020

Distr