



Rajasthan State Pollution Control Board

Headquarter, 4, Institutional Area, Jhalana Doongri, Jaipur-302004

Phone: 0141-5159699, 5159604 e-mail: member-secretary@rpcb.nic.in

Toll Free HelpLine No. : 18001806127 Ext. 7

F-1(52)/RPCB/Estt./2020-21/Covid-19 - 207-12

Date : 19/05/2020

ORDER

Sub:- Lock Down 4.0 Implementation Orders for the period May 18th to May 31st, 2020.

Ref.:- Govt. of Rajasthan Home Department's order no. F.33(2)/Home/ Gr.9/ 2019 dated 18.05.2020

In reference to above and in suppression to all earlier orders regarding implementation of lockdown due to COVID-19, the presence of staff in the offices has to be ensured. Accordingly:-

1. All offices shall close latest by 6 pm or such earlier time to enable the staff and others to reach back home by 7pm.
2. As per the order following officers will be present in office as follows:
 - (i) **Red Zone:** Departments /offices dealing with important and essential work – full strength; others with full strength of officers and 50% staff and remaining staff on work-from-home basis.
 - (ii) **Orange & Green Zones:** All Government offices with up to 2/3 staff; rest on work from home basis

Therefore, in coherence to GOR orders dated 18/05/2020, it is hereby directed as regards presence of officers/staff in State Board offices:-

- a. **RSPCB Head Quarters:** All officers equivalent to the rank of JEE, JSO, AAO and above shall remain present in the office. All other staff shall remain present on 50% strength on rotation basis.
- b. **Regional Offices in Red Zone:** All Regional Officers and All officers equivalent to the rank of JEE, JSO and above shall remain present in the office. All other staff shall remain present on 50% strength on rotation basis.
- c. **Regional Offices in Orange & Green Zones:** All Regional Officers and all other officers equivalent to the rank of JEE, JSO and above shall remain present in the office. All other staff shall remain present on 2/3 strength on rotation basis.

All GICs & ROs are authorized to maintain rosters for calling the staff accordingly. All GICs to prepare roster and submit the details by 5.00 PM on 19.05.2020 to PS to CP and GIC (Estt.).

1. In addition to above, GICs and ROs may call other staff/ employees as per requirement.
2. While recommending/ granting leave to any staff/employees (except in unavoidable situation), it should be kept in mind that absence of that staff/ employees should not affect the work.
3. Any employees residing in curfew area, Hot-spot, Home quarantine / Isolation will have to submit a written application regarding their absence.
4. All GICs shall submit daily information regarding absence /presence of staff/employees as per roster to PS to CP.

All other relevant directions mentioned in the above referred GOR order dated 18.05.2020, should be followed.

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These orders will be effective with immediate effect and will remain in force till further orders.

All concerned to comply with these orders and noncompliance in any form would be viewed seriously. Officers who remain absent from duty without taking due approval might be treated as being willfully absent from duty and action may be initiated against them which may include treating the period of absence as break in service. Application for grant of leave shall be entertained only if it is in writing and is duly forwarded with recommendation by the GIC/RO for approval from competent authority.

This bears the approval of competent authority.

(T.S. Ranawat)

HOO

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Copy to the following information and necessary action:-

1. PS to Chairperson, RSPCB, Jaipur
2. PS to MS, RSPCB, Jaipur
3. CEE/CSO/CAO, RSPCB, Jaipur
4. All GICs, RSPCB, Jaipur
5. All Regional Officers, RSPCB, Jaipur
6. IT, RSPCB, Jaipur for upload the officer order on the RSPCB website.
7. Notice Board.

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