



# Western Railway Employees' Union

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**J. R. Bhosale**  
**General Secretary**

Date: 04-01-2022

No.CCG/1/2022

To  
**Shri Alok Kansal**  
**General Manager**  
Western Railway,  
Churchgate.

Sub: Preventive measures to contain the spread to Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding.  
Ref: 1) DOP&T's OM No. F.No.11013/9/2014-Estt A.III dated 03-01-2022.  
2) DOP&T's OM No. F.No.11013/9/2014-Estt A.III dated 03-01-2022

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed by DOPT (reference 1 of above). Your kind attention is also invited to above referred no.2 on the subject of Suspension of Biometric attendance. Reports are being received in this office that Frontline Railway workers who are coming in public contact are getting infected while performing their duties. Looking to the present spread of COVID-19 and OMICRON you are requested to take immediate actions on the following:-

1. Physical attendance of Railway staff in administrative offices and Workshops shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by Departments concerned.
2. To suspend the marking of Bio-Metric attendance immediately by all departments including workshops. Further Breath Analyser Test of Loco Pilot and Guard should also be suspended.
3. Frontline workers like Ticket Checking staff, Reservation and Booking staff, Station staff, Guards, Loco Pilots and Para Medical Staff etc. shall be provided Sanitizers, Masks, Hand gloves, Face Covers, PPE Kits etc. immediately to protect themselves from Corona infection.
4. Physically handicapped, visually handicapped, Co-Morbid Railway employees, pregnant woman staff and the staff who are at the verge of retirement may be exempted to attend work place, however they may be permitted to work from home.

You are therefore requested to take appropriate action on the above mentioned points at the earliest.

  
General Secretary