

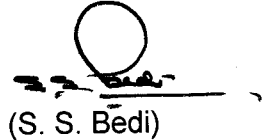
Government of India
Ministry of Defence
Department of Defence Production
D(Coord/DDP)

**Subject: Preventive Measures to be taken to contain the spread of COVID-19-
Attendance - reg.**

In continuation of this Department's I.D. Note of even number dated 2nd December, 2020 on the subject mentioned above, the undersigned is directed to convey that attendance of Section Officers and Assistant Section Officers in DDP will be as under with immediate effect subject to strict compliance with social distancing norms & other conditions as laid down in DoP&T OM No. 11013/9/2014-Estt.A.III dated 07.10.2020:-

- (i) 100% attendance on all working days for Section Officers; &
- (ii) 75% attendance in case of Assistant Section Officers upto 31st December, 2020.

2. The duty rosters may be prepared accordingly by the respective controlling officers/ Divisional heads.
3. All the attached/ subordinate offices under the Department of Defence Production are requested to issue further orders in this regard accordingly for their offices located in Delhi only.
4. This issues with the approval of competent authority.



(S. S. Bedi)
Deputy Secretary to the Govt. of India
Tele: 23012065

OFB,NDO/ DGQA/DGAQA/Dte of P&C/ DOS/ DEO/DPIT
DDP ID No. 5(2)/2019-D(Coord/DDP) dated the 15th December, 2020

Copy to:

1. PS to RM/ PS to RRM
2. Secretary (DP)
3. Additional Secretary (DP)
4. JS(P&C)/ JS(Aero)/ JS(DIP)/ JS(LS)/ JS(NS)/ Advisor(Cost)/ EA & JS(DOMW)/ CEO, DPIT
5. All Directors/ DS level officers in DDP
6. All other officers and other members of staff
7. DPIT- with a request to upload order on the website of the DDP