

Ref. No. LK/3004/Admin.
LALIT KALA AKADEMI
Ravindra Bhawan
NEW DELHI

20 March, 2020

OFFICE ORDER

Subject: Preventive measures to contain the spread of COVID-19 – reg.

In continuation to this Akademi's Circular no. LK/CIRCULAR/2020 dated 18th March, 2020 and in pursuance to the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India OM No. 11013/9/2014-Estt.A.III dated 19.03.2020 (copy enclosed), the following instructions are being issued:

- i. 50 percent of Group B and C employees are required to attend office every day, and the remaining 50 percent staff are instructed to work from home.
- ii. A weekly roster of duty alongwith working hours for Group B and C staff of RCI to attend office on alternate weeks is attached herewith.
- iii. The officials who are working from home on a particular day as per the roster must be available on telephone and electronic means of communication at all times. They are required to attend office, if called for any exigency of work.
- iv. No outstation permission will be granted during the work from home period.

These orders come into force with immediate effect and will remain upto 4th April, 2020.



ANUJ BHARDWAJ
Deputy Secretary (A&A)

Encl: As above.

To

All officers & employees of the Council

Copy to:-

1. LKA Notice Board
2. LKA website