



SA.16/14/22

20 May 2020

Circular

In continuation of circular dated: 15 April 2020 and further Consolidated Guidelines issued by Government of India for the country-wide lockdown, all the offices and the libraries of the Sahitya Akademi will continue to remain close upto 31 May 2020 for PUBLIC/VISITORS to contain the spread of COVID-19 in the country. The regulation of attendance in the Sahitya Akademi Offices shall be regulated as follows:

- All officers of the level of Deputy Secretary and above shall attend office on all working days.
- For regulating the attendance of officers and staff below the level of Deputy Secretary, it is to ensure that 50% of officers and staff attend office on every alternate day. Those officials who are working from home on particular day as per the roster dated: 19.05.2020, should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work. The 50% of officers and staff who attend office observe staggered timings as under:

1st shift	09.00AM to 05.30PM
2nd shift	09.30AM to 06.00PM
3rd shift	10.00AM to 06.30PM

The above instructions shall be in force with immediate effect and until further orders and for strict compliance of these instructions.

Further information if any, received from the Government from time to time will be put up on Sahitya Akademi's official website.

(K. Sreenivasarao)

Matter for placing on the website.

To

All Deputy Secretaries
All Regional Secretaries
Officer-in-Charge: R.O. Kolkata and Chennai Office
Administrative Officer
All the Staff Members