



**SOUTH DELHI MUNICIPAL CORPORATION**  
**Central Establishment Department**  
22nd Floor, Dr. S.P. Mukherjee Civic Centre  
J.L. Nehru Marg, New Delhi-110002



No.AO/CED/SDMC/2021/54

Dated: 12.04.2021

**OFFICE ORDER**

This is in compliance to Delhi Disaster Management Authority, Government of NCT of Delhi's order No. 1(589)/DDMA(HQ)/MISC/COVID/21/368 dated 10.04.2021 issuing directions to take effective measures to prevent spread of COVID-19 in the NCT of Delhi.

In keeping with the abovesaid directions, it is hereby directed that all HODs in the South Delhi Municipal Corporation shall ensure that all the Government offices of the Corporation shall function with officers of the level of Grade-I/equivalent and above to the extent of 100% strength. The remaining staff will attend upto 50% as per requirement to be assessed by HOD concerned (remaining 50% of the staff will work from home) till 30.04.2021 or till further order, whichever is earlier. However, it may be ensured that Health & Sanitation Department shall function in full strength and all other essential services are discharged without any restrictions and delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

All HODs in the SDMC shall issue consequential orders in respect of their concerned department within 24 hours in this regard and copy of the order shall be sent to [directorpers.sdmc@gmail.com](mailto:directorpers.sdmc@gmail.com).

All authorities concerned shall ensure strict compliance of this order in letter and spirit.

This issues with the approval of competent authority.

  
12/04/2021

**(Thaneshwar Kumar)**  
**Administrative officer**

**To**

All HODs.

**Copy To:**

1. All Additional Commissioners/SDMC.
2. PS to Commissioner/ SDMC for information of Commissioner.
3. Director (IT) with request to get it uploaded on SDMC's website.
4. Guard file/ office copy.