

फा.सं.1-3/2020-ई.सी./597-670
राष्ट्रीय शैक्षिक अनुसंधान एवं प्रशिक्षण परिषद
श्री अरविंद मार्ग, नई दिल्ली -110016
(स्थापना समन्वय अनुभाग)

दिनांक : 20.04.2020

परिपत्र

विषय : Preventive measures to be taken by Ministries/Departments of Government of India, State/UT Government for containment of COVID-19.

उपरोक्त विषय पर स्वास्थ्य और परिवार कल्याण मंत्रालय, स्वास्थ्य और परिवार कल्याण विभाग, भारत सरकार के वेबसाइट से डाउनलोड कार्यालय जापन संख्या Z-28015/17/2020-Estt.I दिनांक 19.04.2020 की प्रतिलिपि सूचनार्थ एवं सख्ती से अनुपालन हेतु संलग्न की जा रही है।

20/4/2020
(रजनी देस)
अवर सचिव

संलग्नक: उपरोक्तनुसार

1. संयुक्त निदेशक, सी.आई.ई.टी.।
2. संयुक्त निदेशक, पी.एस.एस.सी.आई.वी.ई., श्यामला हिल भोपाल।
3. डीन, अकादमिक एन.सी.ई.आर.टी.।
4. प्राचार्य, क्षेत्रीय शिक्षा संस्थान, अजमेर/भोपाल/भुवनेश्वर/मैसूर/शिलांग।
5. एन.आई.ई. के सभी विभागों/एककों/प्रकोष्ठों के अध्यक्ष।
6. मुख्य लेखाधिकारी, एन.सी.ई.आर.टी.।
7. सभी उपसचिव/अवर सचिव एन.सी.ई.आर.टी.।
8. सतर्कता एवं सुरक्षा अधिकारी, एन.सी.ई.आर.टी.।
9. सभी शाखाधिकारी/अनुभाग अधिकारी एन.सी.ई.आर.टी.।
10. प्रशासनिक अधिकारी, प्रकाशन विभाग, एन.सी.ई.आर.टी.।
11. व्यावसायिक प्रबंधक, राज्यों में आर.पी.डी.सी., गुवाहाटी/अहमदाबाद/कोलकाता/बैंगलोर।
12. निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
13. संयुक्त निदेशक, एन.सी.ई.आर.टी. के निजी सचिव।
14. सचिव, एन.सी.ई.आर.टी. के निजी सचिव।
15. विभागाध्यक्ष, डी.आई.सी.टी., सी.आई.ई.टी. - परिषद की वेबसाइट पर अपलोड करने हेतु।

No.Z-28015/17/2020-Estt.I
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated the 19th April, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken by Ministries / Departments of Government of India, State/UT Government for containment of COVID-19.

In continuation of the Office Memorandum of even number dated 16th April, 2020 drawing attention to Ministry of Home Affairs' consolidated guidelines regarding functioning of offices from 20th April, 2020, all officers/officials are advised to take following precautionary measures in order to contain spread of COVID-19:

- (i) Must use reusable/cloth face cover
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (iii) Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- (iv) Maintain personal hygiene and physical distancing.
- (v) Strict disinfection protocols should be followed in in the building/room as per guidelines.
- (vi) Practice frequent hand washing with soap and water or use alcohol-based hand rub/sanitizers.
- (vii) Seating arrangement in Sections/rooms may be made to ensure adequate distance between officials in the rooms.
- (viii) Gathering especially in canteens must be avoided.
- (ix) Gathering of 5 or more persons at any place in the office should be avoided.
- (x) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes has already been suspended. Only Those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
- (xi) Meetings should be done through video conferencing only.
- (xii) Undertake essential correspondence on official email and avoid sending physical files and documents to other offices, to the extent possible.
- (xiii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as possible.

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- (xiv) All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.
- (xv) Such employees should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:
<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>
- (xvi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xvii) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any front-line work requiring direct contact with the public.

2. The employees who are residing in notified containment zones are advised to follow the guidelines of the local authorities regarding movement in these zones and should join office only when such conditions are relaxed by the concerned local authorities.

3. All employees are advised to strictly follow the above mentioned precautionary measures.

Amit Kumar

(Amit Kumar)

Under Secretary to Government of India
Telefax: 23061323

To

All officers and staff of the Ministry of Health and Family Welfare.

Copy to :

- (i) All Joint Secretaries in the MoH&FW for circulating the same among the autonomous bodies / subordinate offices under them.
- (ii) Director (Admn), Dte.GHS