



No. A 13019/1(Gen)/2013-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



एक कदम स्वच्छता की ओर

Block No. 9, CGO Complex,
Lodhi Road, New Delhi-3.
Dated: 20th March, 2020.

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Corona virus (COVID 19).

In order to contain the spread of Novel Corona virus (COVID-19), some precautionary measures are required to be taken by all the employees. In this regard, it has been decided to issue the following advisory for the well- being of Government employees in public interest:

- (i) Discourage, to the maximum extent, entry of visitors in the office complex.
- (ii) Routine issue of visitors / temporary passes are hereby suspended with immediate effect. Only those visitors who have proper permission of the officer, who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) All gyms/recreation centres / rest rooms are hereby closed.
- (vi) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vii) All officials are advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfwgov.in/DraftGuidelinesforhomequarantine.pdf.
- (viii) Employees who have symptoms of Novel Corona virus may apply for the leave and the leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (ix) All employees are advised who are at higher risk i.e. older employees, pregnant employees and employees underlying medical conditions, to take extra precautions.

2. This issues with the approval of Competent Authority.


20/3/20

(Hemant Kumar)
Assistant Director (Admn)

To

1. PPS to Director/PS to Additional Director (H)/ PS to Additional Director (Op)
2. Joint Director (Trg.), CPRTI Ridge Road, New Delhi & RPWTI, Chandigarh
3. Assistant Director (POLNET), Srivillage, New Delhi-110049.
4. All Officers/Sections at Hqrs
5. Incharge, North Block, Communication Centre.
6. AD(IT): for uploading on DCPW website.
7. JAD/SS all ISPW Stations: for similar action.
8. Reception officer
9. Security Guard, CISF