

DPE- No /0037/2014-GM-FTS-1867
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

**Public Enterprises Bhawan,
Block no. 14, CGO complex,
Lodhi Road, New Delhi-110003.**

Dated 19th March, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of COVID19 by the Central Public Sector Enterprises (CPSEs).

In order to contain the spread of Novel Coronavirus (Covid-19), Department of Personnel & Training has advised immediate implementation of certain preventive and precautionary measures vide their OM dated 17.3.2020 and further directions vide OM dated 19.3.2020 in respect of Central Government Departments and offices (copies enclosed). These measures are also required to be extended to all the CPSEs. Accordingly, all Heads of CPSEs are required to scrupulously implement these instructions immediately.

2. Further, to avoid crowding in their respective offices, plants, units etc, all Heads of CPSEs will draft weekly roster (keeping in view their work/production exigencies) of duty for the non-executive staff in such a manner that not more than 50% of their non-executive staff attend the office every day. The remaining 50% of the non-executive staff will work from the Home. Accordingly, the roster will be such that the non-executive staff will attend office on alternate weeks. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

3. Further, the working hours for all employees who attend office on a particular day, should also be staggered and the office timings may be divided in to three groups/categories (or as per the suitability of CPSEs) and each such group may be directed to attend the office accordingly.

4. The officials who are not required to attend office should be asked to work from home and be available on telephone and electronic means of communication at all times and should attend office, if called for any exigency of work.

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5. These instructions shall not apply to the offices/units and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

6. These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

7. All administrative Ministries/Departments concerned with the CPSEs are requested to advise their respective CPSEs suitably in this regard and obtain a compliance report from them.

Encls. As above.

(Pavanesh Kr Sharma)
Deputy Secretary to the Government of India
Tel : 011-2436-3066

To

All Secretaries of the Ministries/Departments concerned with the CPSEs

All CMDs of CPSEs.

Copy to :-

- (i) Secretary, Department of Personnel & Training, North Block, New Delhi – w.r.t. O.M. No. 11013/9/2014-Estt.(A-III) dated 19th March, 2020
- (ii) Prime Minister's Office/Cabinet Secretariat
- (iii) PS to Hon'ble Minister (HI&PE)
- (iv) PS to Hon'ble Minister of State (HI&PE)
- (v) Senior Tech. Director, NIC, DPE

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT

F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi

Dated: 16/03/2020

17¹⁴

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

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

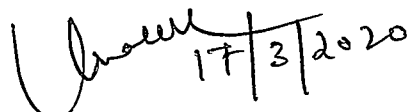
2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom 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) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be 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: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.

3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above


17/3/2020
(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
 2. PMO/Cabinet Secretariat
 3. PS to Hon'ble MOS(PP)
 4. PSO to Secretary(Personnel)
 5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

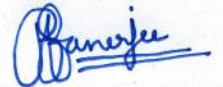
OFFICE MEMORANDUM

Sub:- Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19).

With a view to contain the spread of Novel Coronavirus (COVID-19) it is imperative that the following precautionary measures are taken by all the Training Institutions: -

- i) All Training Institutions may review the ongoing training programmes and take appropriate measures to defer/curtail them to the extent possible. It would not be advisable to undertake any new training programme for the time being.
- ii) Entry of visitors to training institution may be restricted. If absolutely necessary, such visitors may be admitted after proper screening. Installation of thermal scanner at the entry points of the buildings may be taken up wherever feasible. Hand sanitizers should be mandatorily placed at the entry points and every person-faculty member/staff member/Visitor entering the premises should compulsorily clean their hands before entering the premises.
- iii) Availability of adequate hand sanitizers and running water/soap in the training institute should be ensured.
- iv) Training/Teaching may be conducted, as far as possible, in a virtual/online mode.
- v) Adequate distance may be maintained between students in the physical classrooms
- vi) Meetings to the extent possible should be conducted through video conferencing only.
- vii) All non-essential travel may be avoided. Outside visits and excursions, group activities/screening of movies etc. and physical training activities may be suspended with immediate effect.
- viii) Calling of guest faculty may be avoided.
- ix) All gyms/recreation centres, creches, book clubs etc. inside the premises may be shut down immediately.
- x) A fully functional medical centre with the presence of qualified doctor(s) and nursing staff may be ensured with proper protocol for treating of staff/faculty/trainee with flu like symptoms. SOPs may be developed in consultation with local Public Health Authorities to ensure quick response for testing and isolation/quarantine of symptomatic patients etc.
- xi) Separate quarantine facility may be created in consultation with local Public Health Authorities.
- xii) Mess Supervisors should ensure that all the trainees and mess staff wash their hands properly before entry into the Mess and before entry into the kitchen. Messaging outside the mess, its kitchen and the toilets about 'Dos and Don'ts' must be ensured.
- xiii) Everything prepared in the mess must be cooked properly and raw salad and uncut fruit avoided for the time being. Linen should be changed frequently. The Trainees may be advised not to share the glass for drinking water and use only their respective water bottles for drinking water. Trainees may be advised not to use outside eateries as a preventive measure.
- xiv) Common contact places including class rooms, hostels, mess, guest houses, vehicles/buses etc to be disinfected frequently. Dustbins may be placed in front of all the washrooms. Doorknobs of class rooms, toilets, hostel doors, canteen and all common facilities to be disinfected regularly.

- xv) All faculty members and staff members may be advised to take care of their own health as well as of their friends and family and look out for symptoms such as respiratory problems, fever, discomfort etc. In case anyone feels unwell and shows flu-like symptoms, should inform the Training Coordinator/designated faculty immediately and report to the Medical Centre of the training institutes.
- xvi) All staff & faculty at higher risks such as elderly employees, pregnant employees, employees with poor medical conditions and employees suffering from major chronic ailments may be advised to take proper care.
- xvii) Frequent hand washing with soap, water and alcohol-based hand rub, should be encouraged. Covering of nose and mouth while sneezing and coughing, throwing of used tissues in close bins immediately after use. Keeping a safe distance from persons during interaction, especially with those having flu-like symptoms, sneezing in the inner side of the one's elbow and not coughing into the palms of one's hand, regular check of temperature and respiratory systems, consultation with the doctor in the event of one's feeling unwell, wearing of mask and covering of mouth and nose while visiting a doctor and avoidance of social gatherings, must be strongly advised to every faculty member and staff member. Staff & faculty should also be advised not to spit in the public, travel unnecessarily, participate in the large gathering, spending time in the canteens unnecessarily, visit gyms, clubs and crowded places.
- xviii) The Health Advisories issued by the Ministry of Health and Family Welfare should be referred to and followed scrupulously.
- xix) Action taken in this regard may be intimated to this Department regularly.



(Biswajit Banerjee)

Under Secretary to the Government of India

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To

1. All Central Training Institutes, CCAs
2. All Attached offices/Autonomous bodies under DOPT.
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Dir., NIC, DoP&T