
	DELHI JAL BOARD: GOVT. OF NCT OF DELHI OFFICE OF ASSISTANT COMMISSIONER (W) VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005. PHONE No: -011-23544796 Email: - ac.water22@yahoo.co.in	
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F. No.24 (13)/ DJB/AC (W)/2020/E Receipt No. 465038

Dated: 29 .04.2020

Subject: - Report regarding availability/supply of necessary items/kits, to the staff working in DJB for their safety, prescribed to contain the spread of COVID-19.

The undersigned is directed to seek a report regarding availability/issue of necessary items/kits/gadgets like Mask, Gloves, Sanitizer, Soap, PPE kit, Thermal scanner etc. to the staff, of DJB, for their safety, as per circulars issued from time to time, which have been prescribed to contain the spread of corona virus, in the following format:-

I. Procurement through Central Purchase (HQ), Jhandewalan

S. No.	Name of items	No. of items procured	No. of items issued	Staff to whom issued	Remark

II. Procurement through Local Purchase by DDOs,

S. No.	Name of Items	No. of items procured	No. of items issued	Staff to whom issued	Remark

The said report to may be forwarded to undersigned at the mail-id ac.water22@yahoo.co.in, latest by **30.04.2020**.

The undersigned is also directed to reiterate that the items mentioned above may be issued to staff of DJB by all D.D.Os, as and when required, as per their specific job profile, as prescribed from time to time. Other instructions regarding observance of social distancing norms and do's & don'ts, issued by government to contain the spread of COVID-19 should also followed scrupulously, especially Instructional orders dated 12.04.2020 & 28.04.2020 issued by Member (Water)DJB & Member(DR) DJB, respectively (copies enclosed)

This issues with approval of the Competent Authority.

Encl: As above


(ALKA SHARMA)
ASSTT.COMMISSIONER (W)

All DDOs/Controlling Officers


Conted.....P/2,


-: 2 :-

Copy for kind information to:-

1. PS to Chairman/Vice Chairman
2. CEO/Member(Admin.)/(Fin.)/(WS)/(DR)/CVO
3. All Directors/All CEs
4. All ACs/Secretary to CEO
5. EE (EDP) Cell with request to upload this Circular on the DJB's website.


ASSTT.COMMISSIONER (W)


Prof-I


04-05-2020

e-Receipt No. 965038
29/04/2020

OFFICE OF THE MEMBER (DRAINAGE)
DELHI JAL BOARD: GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II: KAROL BAGH
NEW DELHI-110005

No. F-1(3)/M (Dr)/2020/426-446

Dated: 28.04.2020

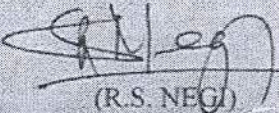
Instructional orders on Preparedness to fight against Corona Virus COVID-19

Delhi Jal Board is already taking numerous precautions to fight against the Covid -19. Simple precautions and planning make a big difference. As per W H O there is no evidence that COVID-19 virus has been transmitted via sewerage system with or without waste water treatment. However, it is important to keep reiterating and implementing following practices while working in sewerage sector to ward off any disease.

- Direct contact with the sewage at any stage is already prohibited as per PEMS ACT 2015. In this regard, the instructional orders No. F1(3)/DJB/Member(Dr)/2017/488 to 504 dated 30.08.2017 which is reiterated from time to time needs to be followed in letter and spirit in all sewer cleaning and treatment operations, be it in sewers, SPS or STPs.
- It is right time for the CEs and SEs of maintenance and sewage disposal works that the stock of safety equipment and protective gears is checked in the stores as well as in the installations. If there is shortfall, protective gears should be purchased and kept in stock.
- All controlling officers/DDO's should make it a point to ensure that workplaces are clean and hygienic (e.g. desks and tables) and objects (e.g. telephones, keyboards) are being wiped with disinfectant regularly.
- Regular and thorough hand-washing is being encouraged amongst employees, contractors and customers. Sanitizing hand rub dispensers should be available at prominent places around the workplace.
- Promote good respiratory hygiene in the workplace by ensuring that we all wear Mask. Promote the idea down the line that by wearing Mask, I protect you and you Protect Me. Ensure that face masks and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
- The employee should also stay home (or work from home) even if they have just mild symptoms of COVID-19.
- Develop and agree a preparedness plan to prevent infection at your meeting or event. Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event? Could the meeting or event be scaled down so that fewer people attend? Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone. If there is space, arrange seats so that participants are at least one meter apart. Open windows and

doors whenever possible to make sure the venue are well ventilated. Retain the names and contact details of all participants for at least one month.

- Develop a contingency Plan at circle, division and sub divisional level. The plan should address how to keep your key operations running even if a significant number of employees, contractors and suppliers cannot come to your place of business - either due to local restrictions on travel or because they are ill.
- Communicate to your employees and contractors about the plan and make sure they are aware of what they need to do - or not do - under the plan.
- As per the honorable NGT order dated 23.04.2020 PPE like protective outer wear goggles, facemask, rubber boots, waterproof gloves etc shall be used by workers at the STPs

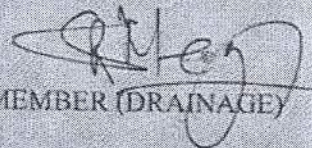


MEMBER (DRAINAGE)

All CEs

Copy for information to: -

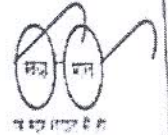
1. Chairperson, DJB
2. VC, DJB
3. CEO, DJB
4. Member(Finance/Admin/WS)
5. CVO
6. EG to Member(Dr)
7. PS to Member(Dr)



MEMBER (DRAINAGE)



DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE MEMBER (WATER)
VARUNALAYA PH-II: KAROL BAGH, NEW DELHI-110005
Phone No. 011-23528578, Fax No. 011-23524612
Email: memberwsdjb@gmail.com



No.DJB/M (W)/2020/ 393 - 411

Dated: 12.04.2020

INSTRUCTIONAL ORDERS

Sub: Preventive measures to be taken to contain the spread of Novel Corona virus (COVID-19 – regarding).

In order to contain the spread of Novel Corona virus (COVID-19), various precautionary measures to be taken by employees and public have been circulated by different ministries/departments of Government of India as well as Government of NCT Delhi through public notices, advisories, instructional orders/office memorandum etc.

Whereas, Delhi Jal Board falls under category of essential services with the mandate to provide water supply and waste water disposal in N.C.T. of Delhi, which is utmost essential for human life and public health. Various internal advisories/instructional orders have also already been issued in DJB.

Some of the advisories/directions are reiterated as under, to be followed scrupulously in addition to adherence to all the previous orders in the subject matter:-

1. Only officers/officials/staff who are essentially required to run the Plants, maintenance of services and to attend the public complaints, be called at their respective offices/workplaces. Rest of employees will work from home. Instructional Order Nos.F-579(20)/AC(W)/2020/E-office/963199 dated 20.03.2020 issued by AC(W), Order No.DJB/ M(WS)/ 2020/302 dated 20.03.2020, Order No.DJB/M(WS)/ 2020/303 dated 23.03.2020 and Order

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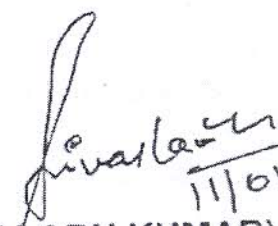
No.DJB/M(WS)/COVID-19/2020 dated 09.04.2020 issued by Member(WS), shall be followed in the right earnest.

2. Install thermal scanners at the entry of DJB buildings, as feasible. Mandatory placing of hand sanitizers at the entry of building
3. Discourage to the maximum extent, entry of visitors in the office complex. Routine issue of the visitors may be suspended till lockdown is over. Only those visitors whom have proper permission of the officer, who they want to meet, should be allowed after being properly screened.
4. Minimize or reschedule meetings involving large number of people unless may not be avoided. As far as feasible meetings should be done through video conferencing/video call on the whatsapp.
5. Avoid non-essential official travel.
6. Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
7. Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
8. Close all the public gathering places/building in Delhi Jal Board. For public.
9. Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
10. Ensure regular supply of hand sanitizers, soap and running in the washrooms.
11. 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.
12. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
13. 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 department may take care not to expose such employees to any front-line work requiring direct contact with the public.

Contd....

The indicative list of Do's and Don'ts is also annexed for wide dissemination among the employees.

Encl: As above


11/04/2020
(SHALABH KUMAR)
MEMBER (WATER SUPPLY)

All DDOs/Controlling Officers: - with the direction to inform all the Officers/Officials working under their respective jurisdiction.

Copy for kind information :-

1. PS to Chairman, DJB
2. OSD to Chief Secretary, Delhi
3. Addl. Chief Secy. (Home), GNCT of Delhi
4. Chief Executive Officer, DJB
5. Member(A)/(Fin.)/(Dr./ CVO
6. All CEs/ All Directors/ System Administrator(IT)/ } for necessary action
Addl. CEO/ Secretary, DJB } and to ensure
7. All SEs/ DTQC/Dir.(SDM) - } compliance.
8. All MIOs }


11/04/2020
MEMBER (WATER SUPPLY)

ANNEXURE

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 helping number or the 24x7 helpline of the Ministry of Health & Family Welfare at **011-23978048**.

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 group at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.