

Preventive measures to be taken to contain the spread of Noval Coronavirus (COVID-19) - Attendance regarding.

1 message

Assistant commissioner Water <ac.water22@yahoo.in>

Thu, Jun 11, 2020 at 2:35 PM


To: "acle.djb@nic.in" <acle.djb@nic.in>, "acd.djb@nic.in" <acd.djb@nic.in>, "acg1.djb@nic.in" <acg1.djb@nic.in>, "acg2.djb@nic.in" <acg2.djb@nic.in>, "acb.djb@nic.in" <acb.djb@nic.in>, "act.djb@nic.in" <act.djb@nic.in>, "acw.djb@nic.in" <acw.djb@nic.in>, "cee.djb@nic.in" <cee.djb@nic.in>, "cedrp1.djb@nic.in" <cedrp1.djb@nic.in>, "cedrp2.djb@nic.in" <cedrp2.djb@nic.in>, "cewnw.djb@nic.in" <cewnw.djb@nic.in>, "ces.djb@nic.in" <ces.djb@nic.in>, "cecn.djb@nic.in" <cecn.djb@nic.in>, "cesdwnw.djb@nic.in" <cesdwnw.djb@nic.in>, "cesdwnw@gmail.com" <cesdwnw@gmail.com>, "ceww.djb@nic.in" <ceww.djb@nic.in>, "cesdwse.djb@nic.in" <cesdwse.djb@nic.in>, "cepdiris.djb@nic.in" <cepdiris.djb@nic.in>, "cewp.djb@nic.in" <cewp.djb@nic.in>, "secy-ceo.djb@nic.in" <secy-ceo.djb@nic.in>, "sec.djb@nic.in" <sec.djb@nic.in>, "cvo.djb@nic.in" <cvo.djb@nic.in>, "mradmin.djb@nic.in" <mradmin.djb@nic.in>, "mrfinance.djb@nic.in" <mrfinance.djb@nic.in>, "mrwater.djb@nic.in" <mrwater.djb@nic.in>, "mrdrainage.djb@nic.in" <mrdrainage.djb@nic.in>, EDP <edp1411@gmail.com>

Sir,



Forwarded for information and necessary action please.

With regards,

Asstt. Comm. (Water)

 **E-Receipt No 970284.pdf**
4462K

Time Bound
Out Today

 Delhi Jal Board	DELHI JAL BOARD : GOVT. OF NCT OF DELHI OFFICE OF THE ASSTT. COMMISSIONER(W) VARUNALAYA PHASE-II KAROL BAGH, NEW DELHI -110005 PHONE:- 011-23544796 E-mail:- ac.water22@yahoo.co.in	 एक कदम स्वच्छता की ओर
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F.No. 24(13)-II/DJB/AC(W)/2020/E-Receipt No. 970284

Date : 11.06.2020


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

Please find enclosed herewith Office Memorandum No. F. No. 11013/ 9/2014-Estt. A. III dated 05.06.2020 issued by Deputy Secretary to the Govt. Of India, Ministry of Personnel, Public Grievances and Pensions, (Department of Personnel and Training), North Block, New Delhi, along with Annexure- I & II for information and necessary action.

1. It is reiterated that the orders regarding Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) issued by Government from time to time should be scrupulously complied with by all DDOs/controlling officers.
2. It has been observed that many DDOs/ Controlling Officers of DJB have been issuing orders regarding sealing of offices premises, mandatory quarantine/ self quarantine for the staff with positive report for COVID test or the persons who came in contact with such employees.
3. It is impressed upon that any orders regarding quarantine/ self quarantine for employees and lockdown from office premise/s shall require prior approval of Member (Admn.) and therefore such orders shall not be issued by DDOs/ Controlling Officers on their own, without getting them approved from Member (Admn.)

This issues with approval of the Competent Authority

Encl:- As above


(ALKA SHARMA)
Assistant Commissioner (Water)


All DDOs/Controlling Officers

Copy for kind information to:-

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


Assistant Commissioner (Water)




AE(EDP) Prog-I
11-06-2020

10816

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 the 5th June, 2020

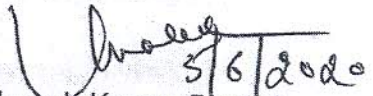
OFFICE MEMORANDUM

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

The undersigned is directed to refer to OM of even number dated the 17th March, 2020, 18th May, 2020 and 19th May, 2020 whereby advisory for well-being of Government employees and attendance in Government offices with staggered timings were issued by Department of Personnel & Training (DoPT).

2. Kind attention is also drawn to Ministry of Home Affairs' Order dated 30.05.2020 whereby 'Additional Directives for Work Places' have been prescribed. Further, the Ministry of Health & Family Welfare (MoH&FW) on 4th June, 2020 has issued Standard Operating Procedure on preventive measures to contain spread of COVID-19 in workplace settings (copy enclosed).

3. It is emphasized that strict adherence to the practices of social distancing norms and health & hygiene practices, as enunciated in these guidelines, is of paramount importance and the Government servants as responsible employees should abide by these practices so that the Government offices function in the most efficient manner in the given situation. All the Ministries/Departments/offices as well as the Central Government employees are, therefore, directed to ensure strict compliance of instructions issued by DoPT as well as MHA and MoH&FW.


(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

1071C

4th June, 2020

Government of India
Ministry of Health & Family Welfare

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.

