

**GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX, DELHI GATE, NEW DELHI- 110002  
(ADMINISTRATIVE BRANCH)**

F.No.1(55)/2020/DSW/ESTT. / 759-818

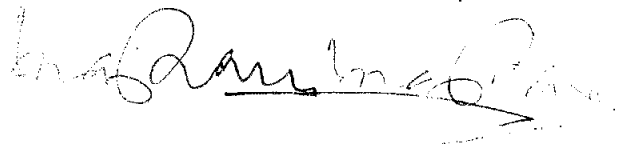
Dated:-12.06.2020

12 JUN 2020

Department of Social Welfare is duty bound and obliged to carry forward various schemes, programme and legal/statutory provisions related to the persons with disability, social security for the aged and destitute through the network of residential care homes and non-institutional services. In order to keep the office machinery working with optimal capacity and without getting affected by the contagion of Covid-19, it is essential that officers and staff of the Department, for their mutual benefits, work together for pursuing the aforementioned objectives while taking care that they do not get affected by or become silent carriers of the virus. Following simple guidelines, therefore, are issued herewith:

1. All officials will voluntarily offer themselves to be thermally scanned at entry gate. If the guard is showing any laxity, she/he will be reminded to do the needful. No one will enter into office without this mandatory check.
2. At the entry gate, liquid sanitiser will be made available for use before entry into the office.
3. Once inside the office and having signed the attendance register, they will either rub their palm with liquid sanitiser or wash hands with soap and water. All are advised to carry small bottle of hand sanitiser for their personal use.
4. They will ensure that their desks and chairs are properly dusted and cleaned. Every floor or wing will have one official designated as in-charge who will oversee dusting cleaning of desks, chairs, workstations, computers, printers, washrooms etc.
5. While in the office, they will wear face mask and take due care that mask is properly secured to cover nose and mouth.
6. Face to face interaction among officials will be kept to bare minimum.
7. Face to face meetings will be avoided to the extent possible by resorting to video or audio calls. If it becomes essential to have face to face meeting, it will be duty of the

1/2

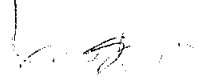


30/CC  
12/06/2020

officer taking the meeting that it gets over within 15 minutes. If for some reason, meeting requires longer discussion, the points will be discussed over phone and then the meeting is convened to clarify things and communicate the outcome.

8. Social distancing will be strictly observed for making seating arrangement in meeting. If number of attendees is more, it will be held in conference hall. In no case, persons more than what can be accommodated as per social distancing norms will get squeezed for meeting.
9. Wherever it is possible to open the windows and slide curtains that will be done in order to have ventilation in the meeting room.
10. Lunch will be taken either in the dining space or at the desk. Lunch timing will be staggered so that there is no overcrowding at one point of time. Eating together at the desk of one person will be strictly avoided.
11. Visit by relatives and friends will not be allowed unless it is matter of emergency, subject to permission of controlling officer.
12. Officials are advised to enquire about well being of their colleagues. If any official is found to be visibly suffering from covid symptoms or ignoring it or found suppressing to reveal about it, she or he will be provided immediate assistance and advice and at the same time controlling officer will be informed.

The above guidelines are meant to be followed while in the office.


  
(S.B. Shahshank)  
Director, DSW

Copy:-

1. All Officers/Staff at HQ., DSW
2. All District Officers, DSW
3. ✓ Sr. System Analyst, DSW for uploading the circular on the Department website.
4. ✓ Guard File

Copy for information:-

1. PS to Secretary (DSW)

  
(S.B. Shahshank)  
Director, DSW