

 <p>Delhi Jal Board</p>	<p>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</p>	 <p>एक कदम स्वच्छता की ओर</p>
--	---	--

F.No.24(13)DJB/AC(W)/2020/ 321

Dated: 3-5-20 20

ORDER

SUBJECT: SANITIZATION OF OFFICES, WORKPLACE, ESTABLISHMENTS AND FACTORIES:

In order to contain the spread of Novel Corona Virus (COVID-19) the Competent Authorities have issued several guidelines for sanitization of buildings/Establishments of Govt. which have been circulated from time to time, to DJB establishment for compliance. There are reiterated once again for scrupulous adherence.

1. Installation of thermal Scanners at the entry of Govt. building, as feasible and mandatory placing of hand sanitizers at the entry of such building,
(OM dt.16/17.03/20 of DOP&T
(Action: Care Taker of the Building/Establishment.)
2. Ensuring proper cleaning and frequent sanitization of the work places, particularly of the frequently touched surfaces (OM Dt.16/17.03.20 of the Dop&T.)
(Action: Care Taker of the Building/Establishment/DD Horticulture.)
3. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - (a) Entrance Gate of building , office etc.
 - (b) Cafeteria and Canteen.
 - (c) Meeting room, conference halls, open area available/veranda/entrance gate of site, bunkers / porta cabins /building etc.
 - (d) Equipments and lifts.
 - (e) Washrooms, toilet, sink, water points etc.
 - (f) Walls/ All other surfaces

Annexure-II to order Dt.15/04/2020 of MHA.

(Action: Care Taker of the Building/Establishment.)

4. All vehicles and machinery entering the premises should be disinfected by spray mandatorily.
(Order Dt.15/04/2020 of MHA)
(Action :EE(E&M)C/N.)

5. 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, Govt. of India available at the following URL: mohfwgov.in/DraftGuidelinesforhomequarantine.pdf.

Leave sanctioning authorities are advised to sanction leave when ever any request is made for self-quarantine as a precautionary measure.
(May please see specially para 11,12,& 13 of order dt. 12.04.2020 of the Member (WS)

This issues with approval of the Competent Authority.

(Alka Sharma)
Assistant Commissioner (W)

1. ALL DDOs/Controlling Officers
2. All the employees of DJB through their DDOs/Controlling Officers.

Copy 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.

(Alka Sharma)
Assistant Commissioner (W)



AE (EDP)
Prag-I

04-05-2020