

CIRCULAR

Sub: Preventive measures to be taken to contain the spread of COVID-19 by Central Public Sector Enterprises (CPSEs)

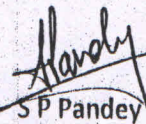
In order to contain the spread of Novel Corona virus (COVID-19), Department of Personnel & Training (DOPT), GOI has advised immediate implementation of Certain preventive and precautionary measures vide their O M dated 17/03/2020 and further directions of Department of Public Enterprises issued vide OM dated 19/03/2020 in respect of Central Government Departments (copies enclosed). These measures are also required to be extended to all the CPSEs. Accordingly, it has been directed that all Heads of CPSEs are required to scrupulously implement these instructions immediately.

The Regional Offices are spread throughout the country and are with limited no. of Manpower ranging from 25-45 employees including Executives. Maximum no. of employees are working in field level of production and marketing whose services are essential in nature in view of work /production exigencies during this Rabi 2019-20 season and are also already scattered in different locations under Regional Office. However, following instructions has to be issued and ensured by Regional Managers to avoid crowding in their respective Office, Area Offices, Production Centers & Marketing Centers etc.

1. All field staff to be instructed to attend their fieldwork daily directly from their residence.
2. To avoid social gathering of every kind.
3. Tour and travelling should be reduced to minimum and should be undertaken only in emergency and exigencies.
4. Use of public transport should be avoided at the most.
5. Ensure providing of Soap /Sanitizer at workplace of hands with running water in washroom.
6. The field staff should remain in contact with their seniors by telephone/Videoconferencing as and when required.

The above shall be ensured upto 04.04.2020 or till further orders.

This issues with the approval of Competent Authority.

  
S P Pandey  
Asstt. General Manager (HR) 20/3/20

Distribution:

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3. All Head of Departments, Corporate Office.
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