

A.42/39/2019-Estt.  
Government of India  
Ministry of Skill Development & Entrepreneurship

202, PTI Building,  
Parliament Street,  
New Delhi.  
March 20, 2020

OFFICE MEMORANDUM

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) by Officer, Staff, Consultants and Outsourced personnel of the Ministry including all its Attached /Subordinate Offices, Autonomous Bodies and NSDC regarding organisations- Instructions regarding**

In order to contain the spread of **Novel Coronavirus (COVID-19)**, some Precautionary measures as given in the **Annexure** are required to be taken by all the employees, Consultants and outsourced personnel of the Ministry including all its Attached /Subordinate Offices, Autonomous Bodies and National Skill Development Corporation (NSDC).

2. General Administration Division of the Ministry as well as all controlling officers like Section Officers, Under Secretaries, PPS etc must maintain a complete list of staff including out sourced staff working under their administrative control with their home address, names of parents /relatives with their mobile numbers who can be contacted in emergency. Blood Group details wherever possible should also be kept.

3. As advised by DoP&T vide its OM No. 11013/2/2014-Estt (A.III) dated 19<sup>th</sup> March 2020 (copy enclosed), Order regarding staggered duty for alternate weeks in respect of Group-B and Group-C Officials shall be issued by the Ministry and HODs of all Attached, Subordinate and other Offices under MSDE.

4. All touch points insides offices including bath rooms, office rooms and entry and exist points should be sanitized regularly and the service personnel may be issued mask and gloves for the purpose along with hand sanitizers.

5. All employees of the Ministry and other offices including their family members who develop any symptoms as given in the annexure must report this fact to their controlling officer in the Ministry / Office immediately and also to nearest Government Hospital / CGHS Dispensary.

6. Further, in accordance with the advisory issued by DoP&T, vide its OM No.11013/9/2014-Estt.A (III). dated 17<sup>th</sup> March 2020, Ministry and offices under must observe the following:-

- (i) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the HODs or higher level officers may be allowed after being properly screened ;
- (ii) Install thermal scanners at the entry of Office buildings, as feasible. Mandatory placing of hand sanitizers at the entry of office buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc;
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary;
- (iv) All officials are required 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](http://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf).
- (v) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure;
- (vi) Avoid non-essential official travel;
- (vii) Use e-office as much as possible and where e-office is not operational, approval may be obtained through email instead of physical file excluding statutory / legal matters;
- (viii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (ix) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces;
- (x) Ensure regular supply of hand sanitizers, soap and running water in the washrooms.



7. Practice Social distancing;
8. Ensure physical distancing (minimum 1metre) between tables; encourage open air seating where practical with adequate distancing.
9. Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings;
10. Exhibit Do's and Don'ts at Office;
11. Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.
12. . Keep communities informed consistently and constantly.
13. All employees are requested to visit the website of the Ministry of Health and Family Welfare, Government of India at <https://www.mohfw.gov.in/> for further updates on support for COVID-19.
14. **The Helpline Number for corona-virus : +91-11-23978046 Toll Free No: 1075.**
15. The Helpline Email ID for corona-virus : [ncov2019@gov.in](mailto:ncov2019@gov.in)
16. MSDE Helpline Contact No. 011-23465877 / 996431 57005 (Under Secretary, General Admn.)
17. All Offices may indicate their helpline numbers
18. All Offices under MSDE are requested kindly to acknowledge receipt of this Office Memorandum.



(DR B K RAY)  
Chairman,  
MSDE Anti-Covid-19 Committee  
Tel: 011-23465852  
Email: [bkray@nic.in](mailto:bkray@nic.in)

- (i) All Officers and Staff of MSDE
- (ii) All Attached Office / Subordinate Offices /Autonomous Bodies under MSDE and CEO, NSDC
- (iii) Cabinet Secretariat / PMO / DoP&T
- (iv) PS to Minister of SDE / PS to MOS (SDE)
- (v) PPS to Secretary, MSDE
- (vi) Web-Manager, NIC, MSDE for uploading in website.

## Novel Coronavirus (2019-nCoV)-General Advisory for Public

The 2019 novel coronavirus (2019-nCoV), Wuhan coronavirus, is a contagious virus that causes respiratory infection and can easily transfer from human to human.

### Symptom

- Fever
- Difficulty in Breathing
- Coughing
- Tightness of Chest
- Running Nose
- Head Ache
- Feeling of being Unwell
- Pneumonia
- Kidney Failure

**Incubation Period: 14 days asymptomatic**

### Mode of transmission

Human Coronavirus (2019-nCoV) is most commonly spread from an infected person to other through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hand
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

### How to reduce risk of Coronavirus infection (2019-nCoV)

- Clean hands with soap and water or alcohol based hand rub for, at least, 20 seconds.
- Cover nose and mouth when coughing & sneezing with tissue or flexed elbow
- Avoid close contact with anyone with cold or flu like symptoms
- Avoid frozen meet
- Isolation of symptomatic patients for at least 14 days.

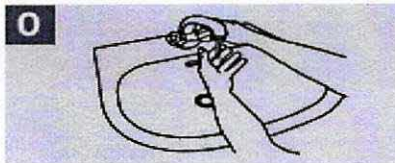
### DO's and DON'T's

<b>DO's</b>	<b>DON'Ts</b>
<ul style="list-style-type: none"><li>• Cover your nose and mouth with disposable tissue or handkerchief while coughing or sneezing.</li><li>• Frequently wash your hands with soap and water for, at least, 20 seconds.</li><li>• Avoid crowded places.</li><li>• Person suffering from Influenza like illness must be confined at home.</li><li>• Stay at more than one arm's length distance from persons sick with flu.</li><li>• Take adequate sleep and rest.</li><li>• Drink plenty of water/liquids and eat nutritious food.</li><li>• Person suspected with Influenza like illness must consult doctor immediately.</li></ul>	<ul style="list-style-type: none"><li>• Touching eyes, nose or mouth with unwashed hands.</li><li>• Hugging, kissing and shaking hands while greeting.</li><li>• Spitting in public places.</li><li>• Taking medicines without consulting doctor.</li><li>• Excessive physical exercise.</li><li>• Disposal of used napkin or tissue paper in open areas.</li><li>• Touching surfaces usually used by public (Railing, door gates, etc).</li><li>• Smoking in public places.</li><li>• Unnecessary testing.</li></ul>

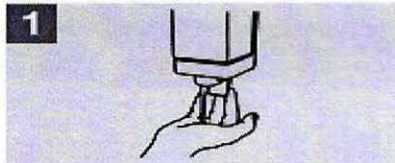


24\*7 Control Room has been established at DGHS (HQ), may be contacted for any query related to nCoV-2020  
Ph: 011-22307145, 22300012, 22300036

### Steps for Hand washing



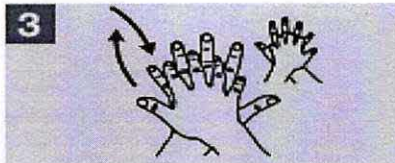
**0** Wet hands with water;



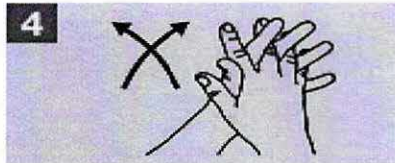
**1** Apply enough soap to cover all hand surfaces;



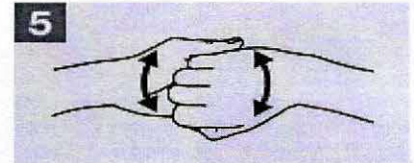
**2** Rub hands palm to palm;



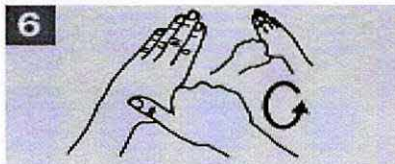
**3** Right palm over left dorsum with interlaced fingers and vice versa;



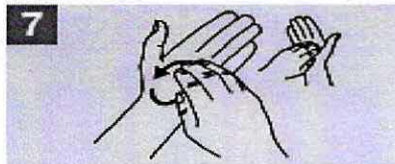
**4** Palm to palm with fingers interlaced;



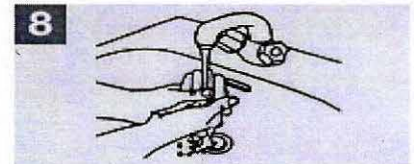
**5** Backs of fingers to opposing palms with fingers interlocked;



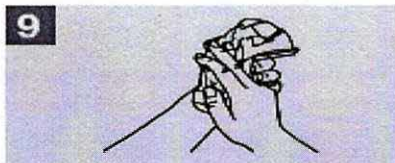
**6** Rotational rubbing of left thumb clasped in right palm and vice versa;



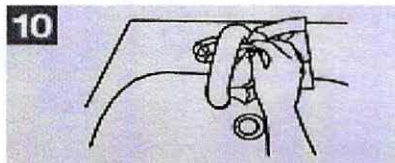
**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



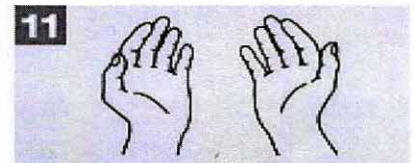
**8** Rinse hands with water;



**9** Dry hands thoroughly with a single use towel;



**10** Use towel to turn off faucet;



**11** Your hands are now safe.

## कोरोना वायरस

कोरोना वायरस एक तरह का संक्रमित वायरस है। यह वायरस एक व्यक्ति से दूसरे व्यक्ति में संक्रमण के जरिए फैलता है। इस वायरस के लक्षण निमोनिया की तरह है।

कोरोना वायरस के लक्षण :-

- सिर दर्द।
- साँस लेने में तकलीफ़।
- छींक।
- खांसी।
- बुखार।
- किडनी फेल।

कोरोना वायरस से बचाव :-

- अपने हाथ साबुन और पानी या अल्कोहल युक्त हैंडरब से कम से कम 20 सैकेंड तक साफ करे।
- खांसते और छींकते वक्त अपनी नाक और मुंह को रुमाल या टिशू या मुड़ी हुई कोहनी से ढके।
- जिन्हें सर्दी या फ्लू जैसे लक्षण हो तो उनके साथ करीबी संपर्क बनाने से बचें।

क्या करें - क्या न करें

क्या करें	क्या न करें
<ul style="list-style-type: none"><li>• खाँसने और छींकने के दौरान अपनी नाक व मुँह को कपड़े अथवा रुमाल से अवश्य ढकें।</li><li>• अपने हाथों को साबुन व पानी से नियमित धोयें।</li><li>• भीड़-भाड़ वाले क्षेत्रों में जाने से बचें।</li><li>• फ्लू से संक्रमित हों तो घर पर ही आराम करें।</li><li>• फ्लू से संक्रमित व्यक्ति से एक बाजू तक की दूरी बनाए रखें।</li><li>• पर्याप्त नींद और आराम लें।</li><li>• पर्याप्त मात्रा में पानी / तरल पदार्थ पियें और पोषक आहार खाएं।</li><li>• फ्लू से संक्रमण का संदेह हो तो चिकित्सक से तुरंत सलाह अवश्य लें।</li></ul>	<ul style="list-style-type: none"><li>• गंदे हाथों से आँख, नाक अथवा मुँह को छूना।</li><li>• किसी को मिलने के दौरान गले लगना, चूमना या हाथ मिलाना।</li><li>• सार्वजनिक स्थानों पर थूकना।</li><li>• बिना चिकित्सक के परामर्श के दवाएं लेना।</li><li>• इस्तेमाल किए हुए नेपकिन, टिशू पेपर इत्यादि खुले में फेंकना।</li><li>• फ्लू वायरस से दूषित सतहों का स्पर्श (रेलिंग, दरवाज़े इत्यादि)।</li><li>• सार्वजनिक स्थलों पर धूम्रपान करना।</li><li>• अनावश्यक एच 1 एन 1 की जांचें करवाना।</li></ul>

सम्बंधित जानकारी के लिए 24x7 कंट्रोल रूम के निम्नलिखित नम्बरों पर संपर्क करें -

22307145, 22300012, 22300036

**No. 11013/9/2014-Estt (A-III)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

North Block, New Delhi-110001

Dated the 19<sup>th</sup> March, 2020

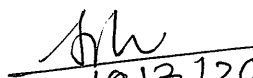
**OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID19.**

In continuation of this Department OM of even no. dated 17<sup>th</sup> March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - (a) 9 AM to 5.30 PM
  - (b) 9.30 AM to 6 PM
  - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4<sup>th</sup> April, 2020.

  
19/3/2020

**(Sujata Chaturvedi)**

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT