

परिपत्र/CIRCULAR

In order to prevent spread of Novel Coronavirus (Covid-19), certain precautionary measures mentioned below are being taken by the Office. All officers and staff members are required to cooperate with/adhere to the precautionary measures and to follow the DOs and DON'Ts detailed below strictly:

1. Thermal screening of employees will be done at the time of entry into the office premises.
2. All employees should take care of their own health and look out for respiratory symptoms/fever; if experience any symptom, they should leave the work place immediately for medical consultation after informing their Reporting Officer.
3. Hand Sanitizer will be provided at each wing of every floor. Employees are encouraged to bring their own sanitizer and hand gloves.

Dos:

- Maintenance of personal hygiene and physical distancing of two meters while interacting with fellow person.
- Practice of frequent hand washing with soap/water or use of Hand Sanitizer in every two hours.
- Covering nose and mouth with handkerchief/face mask throughout the period of stay in the office.
- Disposal of used face masks/tissues by throwing them into the earmarked closed bins kept in each floor.
- Sneeze only in the inner side of elbow and not to cough into the palms of hand.
- Use of lifts by only two to three persons at a time;
- Use of Hand Sanitizer before and after operating the lift buttons

DON'Ts:

- Shaking hands
- Touching eyes/nose/mouth or the outer side of the face mask.
- Keeping the face mask hanging from the neck
- Spit in public or on the walls in the Rest Rooms
- Sitting in groups at Canteen
- Visiting Recreation Clubs and Gyms

यह प्रधान महालेखाकार के अनुमोदन से जारी किया जाता है।

This issues with the approval of Principal Accountant General

Deputy Accountant General (Admn.)

Copy to

All Notice Boards; All Group Officers.

✓ Data Manager with instructions to upload the circular in the official website and also to send a copy of the circular to official e-mail ID of all the employees.

