



F. No. A-50013/62/2020-Admn.III
GOVERNMENT OF INDIA

भारत सरकार

MINISTRY OF INFORMATION AND BROADCASTING

सूचना और प्रसारण मंत्रालय

5th Floor, A-Wing, Shastri Bhawan
New Delhi, the 6th April, 2021

Subject: Preventive measures to contain the spread of COVID-19-reg.

The undersigned is directed to refer to earlier circular of even number dated 25.2.2021 on the subject cited above. Due to recent surge in COVID cases in NCR/Delhi, it would be imperative to stay safe and follow the laid down protocol including physical distancing, wearing a mask, keeping rooms well ventilated, avoiding crowds, cleaning hands, and coughing into a bent elbow or tissue, and to adhere to the guidelines/SoPs on preventive measures to contain spread of COVID-19 issued by MoHFW and the guidelines for workplace of National Centre for Diseases Control (NCDC).

2. Accordingly, all officials in the Main Secretariat are hereby requested to abide by the SOPs/guidelines issued in the matter time to time by the MoHFW and other concerned Govt. authorities.

3. All officers/officials in the various Autonomous bodies/PSU's/attached/subordinate offices in Delhi/NCR may take similar steps to ensure adherence to the guidelines. Further, the officials in-charge of administration and housekeeping in various buildings may ensure that sanitization and cleanliness of the offices are carried out intensively and all facilities, including sanitizers, etc. are provided to the officers/officials to prevent the spread of COVID-19.

4. Detailed action taken report in this regard may be forwarded to this Ministry latest by tomorrow, 12:30 PM for perusal. **This may be accorded "Top Priority"**

Encl: A/a

(Prasoon K. Jha)

Under Secretary to the Government of India

Tel: 2338 4990

To,

1. All Officers/Officials/Sections/Wings in the Main Sectt., M/o I&B. *(with the request to seek/inform any kind of assistance on COVID-19 cases/ sanitization related matters to Admn.III Section immediately.)*
2. CEO Prasar Bharati, Pr.DG, PIB/BOC/AIR NSD, DG: DD(News)/DPD/RNI, DG:IIMC/CMD, BECIL, ADG EMMC/NMW for taking similar action in their respective offices.