

By Email

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भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



Save Paper,
Save Trees,
Save the World

भारत के महासर्वेक्षक का कार्यालय
Office of the Surveyor General of India
हाथीबकला एस्टेट, डाक बक्सा नं. 37
Hathibarkala Estate, Post Box No. 37
देहरादून - 248 001 (उत्तराखण्ड), भारत
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

MOST IMMEDIATE

No.J- 704 /709-Welfare

Dated: 17 March, 2020

The Addl. SGs : Specialized Zone, Dehradun /Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /Indian Institute of Surveying & Mapping, Hyderabad / Printing Zone, Hyderabad.

The Directors: Maharashtra & Goa GD/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/BiharGDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GD / Geographical Informaties System & Remote Sensing Directorate / National Geo-spatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)/National Spatial Data Infrastructure/International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Northern Printing Group/Incharge, GISTC, SGO.

E&A O (Admn.),SGO.

Sub.: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) Regarding.

In view of the Pandemic Novel Coronavirus (COVID-19) the DoP&T's O.M.No. F.No.11013/9/2014-Est.A.III dated 16/17-03-2020 is being forwarded for necessary action with immediate effect. In addition to above all employees and specially those who are on field duties may be 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 Ministry of Health & Family Welfare available in the URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf with immediate effect.

This has the approval of the competent authority.

Encls: As above.

17.03.2020

(MOHAN RAM)
Suptdg. Surveyor &
O.C.(JCM &WSU)

Copy to : Secretary to Govt. of India, Ministry of Science and Technology, New Delhi - for information, please.

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

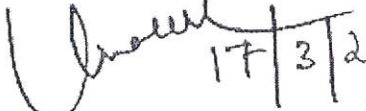
2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) 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 officer who they want to meet, should be allowed after being properly screened.
- (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) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be 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, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.

3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above


17/3/2020

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
 2. PMO/Cabinet Secretariat
 3. PS to Hon'ble MOS(PP)
 4. PSO to Secretary(Personnel)
 5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

ANNEXURE

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.