

F.No. 2-18/2020-Cdn.
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Antyodaya Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003
Dated: 18th March, 2020

OFFICE MEMORANDUM

Subject: Action to be taken to contain the spread of Coronavirus (COVID-19) by the Department -reg.

The Secretary (Coordination), Cabinet Secretariat had held a video conference with all the Ministries/Departments on 17.03.2020 in order to discuss the actions to be taken against the spread on Coronavirus (COVID-19).

2. Following are the major decisions taken during the meeting:

- (i) Implement instructions issued on the subject by Cabinet Secretariat, Health Ministry and DoPT strictly (relevant instructions enclosed).
- (ii) Video conferencing may be held with the sub-ordinate offices to sensitize and also assess the action taken.
- (iii) Avoid non-essential travel within the country and within the city.
- (iv) Postpone scheduled meetings to avoid gatherings
- (v) Ensure social distancing - meaning avoid groupings
- (vi) Sensitize employees to protect themselves and also spread the message around them.
- (vii) Avoid lifts as much as possible.
- (viii) Ensure hand hygiene practices - washing with soap is as effective as hand sanitizer.
- (ix) Contamination due to droplets and dirty surfaces may be avoided.
- (x) Avoid visitors wherever possible.
- (xi) Maintain distance between two individuals.
- (xii) Closedown schools
- (xiii) User thermal scanning
- (xiv) All discussions and conference be either through telephonic/Emails/e-Office or video conferencing (It was suggested to avoid any kind of face to face group meetings).

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- (xv) Any official who reports sick due to any reason should be sanctioned immediate medical leave.
- (xvi) A specialist who reported with the Secretary (Coordination), Cabinet Secretariat from ICMR suggested all the officers to go through the website www.worldometers.info/coronavirus for more authentic information.
3. In this regard, the Secretary, DEPwD shall hold a video conference with all the Statutory Bodies, CPSEs and NIs/CRCs on 19.03.20 at 11 am.
4. All the concerned reporting officers are required to participate in this video conference.



(T.C. Sivakumar)
Director

To,

- (i) All the Directors & Deputy Secretaries of the Department.
- (ii) All the Under Secretaries of the Department.
- (iii) CMD, ALIMCO, Kanpur
- (iv) CMD, NHFDC, Delhi
- (v) JS&CEO, National Trust, Delhi
- (vi) Deputy CCPD, Delhi
- (vii) Member Secretary, RCI, Delhi
- (viii) All the Directors of National Institutes under the Department - with a request to intimate the respective CRCs
- (ix) Notice Board of the Department.

Copy for information to:-

- (i) Sr. PPS to Secretary
- (ii) PPS to JS(PS)
- (iii) PS to JS(TR)
- (iv) PA to DDG