



दक्षिण रेलवे/ **SOUTHERN RAILWAY**

NO P(R)/436/P/Misc./Vol. III

प्रधानकार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated:18-03-2020

पी बी सी सं/ PBC No. 47 / 2020

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,  
etc .

(As per mailing list -'A' )

विषय/Sub: Prevention and control of Coronavirus disease  
(COVID – 19).

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A copy of Railway Board's letter No. E(G)/2020/CL 4 – 2 dated 17-03-2020 on the above subject is enclosed for information, guidance and necessary action. The DOP&T's memorandum F.No.11013/9/2014-Estt.A.III dated 17/03/2020 issued in this connection is also enclosed for strict adherence for the well being of Government employees and in public interest

(S.JANAKIRAMAN)

वरिष्ठ कार्मिक अधिकारी/नियम

Senior Personnel Officer/Rules

for Principal Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/ Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA  
The Genl Secy / NFIR  
Ch.S&W/System to upload in the website.

**MOST URGENT**

**GOVERNMENT OF INDIA (भारत सरकार)  
MINISTRY OF RAILWAYS (रेल मंत्रालय)  
(रेलवे बोर्ड)**

No. E(G)/2020/CL 4 – 2

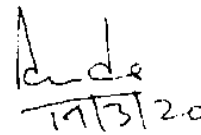
New Delhi, dated 17. 03. 2020

General Managers  
All Indian Railways and Production Units  
GMs /NF Railway (Cons.)/CORE/Allahabad/Metro Railway, Kolkata  
DG/RDSO, DG/NAIR  
Director/CTIs

Sub: Prevention and control of Coronavirus disease (COVID-19).

As a safety measure to prevent the spread of Coronavirus disease (COVID-19), Board have decided that temperature screening through Infrared Thermometer/Non-contact Thermometer of all persons entering into the premises of railway offices/establishments may be made mandatory with immediate effect.

2. Railway administration may entrust the screening process to RPF personnel or any other staff found suitable for the job. All officers/staff/visitors entering into the premises of railway offices/establishments may be requested to cooperate in the temperature screening process.

  
17/3/20

(Anita Gautam)  
Director Establishment (Genl.)  
Railway Board

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

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North Block, New Delhi

Dated: 16/03/2020

17<sup>th</sup>

**OFFICE MEMORANDUM**

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

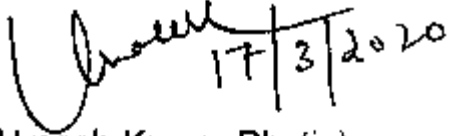
In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

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](http://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

**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.