

Department

Inward / Dispatch

Sl. No.: 177

Date: 19/3/2020

INDRAPRASTHA POWER GENERATION COMPANY LIMITED &
PRAGATI POWER CORPORATION LIMITED
(HR DEPARTMENT)

(Regd. Office: Himadri, Rajghat Power House Office Complex, New Delhi – 110 002)

Corporate Identity Number (CIN) – U40103DL2001SGC111530

Website: www.ipgcl-ppcl.gov.in

No:F.Gen/HR/Policy/2019-20/ 38

Dt. 18th March, 2020

CIRCULAR

IPGCL / PPCL have adopted the enclosed OM dated 17.3.2020 issued by Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Govt. of India wherein **preventive measures to be taken to contain the spread of Novel Corona virus (COVID-19) have been decided.**

Strict compliance of the said advisory / guidelines along with the indicative list of Do's and Don'ts may be ensured by concerned Plant Head / Department Head / Section Head etc. at their own respective ends in order to take precautionary measures by all the employees of the Companies to check the spread of deadly Novel Corona Virus (COVID-19) in Delhi.

This issues with the approval of Competent Authority.

Encl: As above

Anil Taneja
18/3/2020

(Anil Taneja)

Dy. Manager (Policy)

Copy for information to:

1. ES to MD
2. Sr. PS / PS to all Directors
3. Sr. PS / PS to Executive Directors / CVO
4. Sr. PS / PS to all GMs / CMO
5. Sr. Manager (IT): For uploading the same in Company Website.
6. Notice Board

✓ Sr. PS to GM (IT)

Sh. Pradap chander
Dy. Mgr (IT)

Please upload in Co. website

Anand K.
19/3/20
R to GM (IT)

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

North Block, New Delhi
Dated: 16/03/2020

17th

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.

