

HIGH COURT OF MADHYA PRADESH: JABALPUR

// CIRCULAR //

No. Q-6

Jabalpur, dated 14th April, 2020

Sub.: Extension of operation of Circular No.Q-5 dated 25/03/2020 due to extension of Nationwide lockdown announced on 14/04/2020.

Ref.: Order No.Q-5 dated 25/03/2020 issued by the High Court of Madhya Pradesh, Jabalpur (copy enclosed herewith).

In view of the public announcement made by the Hon'ble Prime Minister of the country on 24/03/2020 imposing a complete lock-down throughout the country, Hon'ble the Chief Justice was pleased to issue a Circular No.Q-5 Jabalpur dated 25/03/2020 pertaining to the working of Hon'ble High Court as well as Subordinate Courts in the State, which was communicated to all concerned.

Now as per the announcement made by Hon'ble the Prime Minister on 14/04/2020, Hon'ble the Chief Justice has been pleased to direct that the operation of previous Circular No.Q-5 dated 25/03/2020 shall be extended till 03/05/2020 for High Court Bench at Indore and all the Subordinate Courts including Family Courts in the State of M.P., however, the operation of previous Circular No.Q-5 dated 25/03/2020 shall be extended till 20/04/2020 for High Court Principal Seat Jabalpur and its Bench at Gwalior.

Encl.:
Circular No.Q-5 dated 25/03/2020

BY ORDER OF
HON'BLE THE CHIEF JUSTICE


14/4/2020
(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

Copy by e-mail to:

1. Principal Secretary, Law & Legislative Department, State Government of M.P., Bhopal.
2. Registrar-cum-P.P.S. to Hon'ble the Chief Justice.
3. Secretary to Hon'ble Judges.
4. All District & Sessions Judges and All Principal Judges of Family Courts in State of M.P., with request to further circulate this circular among District Bar Associations, local administration, other Judicial Officers, staff and other stakeholders.
5. Principal Registrar (Judicial), High Court Principal Seat Jabalpur, Principal Registrars, Benches at Gwalior & Indore.
6. Chairman, M.P. State Bar Council, Jabalpur.
7. Advocate General, State of Madhya Pradesh, Jabalpur and Assistant Solicitor General at Jabalpur.
8. President/Secretary, M.P. High Court Bar Association / High Court Advocates Bar Association/ Senior Advocates Council, Jabalpur, Indore & Gwalior.


19/4/2020
(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH: JABALPUR

// CIRCULAR //

No. Q-5

Jabalpur, dated 25th March, 2020

Sub.: COVID-19 - Nation wide lock down - further directions of Hon'ble the Chief Justice.

Ref.: Order No.Q-1 & Q-2 dated 22.03.2020 and Order No.Q-3 & Q-4 dated 23.03.2020 issued by the High Court of Madhya Pradesh, Jabalpur.

The public announcement was made by the Hon'ble Prime Minister of the country on 24/03/2020 imposing a complete lock-down throughout the country. The Order No.40-3/2020-D dated 24th March 2020 along with the annexures has been issued by the Ministry of Home Affairs, Government of India, New Delhi. Subject to the condition contained therein and due to the threat of pandemic Corona Virus and immobilization of the public at large, it has been decided to declare the non-working of the High Court of Madhya Pradesh as well entire Subordinate judiciary of the State of Madhya Pradesh.

In the wake of this unprecedented and uncertain situation, it is directed by Hon'ble the Chief Justice, in addition to the above referred orders, to declare that there shall be no Court work with immediate effect for three weeks till 14/04/2020 (including Holidays from 10/04/2020 to 14/04/2020) in case of High Court of Madhya Pradesh at Principal Seat Jabalpur and its Benches at Indore & Gwalior and till 14/04/2020 (including Holiday on 14/04/2020) in case of all Subordinate Courts and Family Courts across the State of Madhya Pradesh subject to the following:-



- 01- Entry in person to the High Court at Main Seat Jabalpur and Benches at Indore & Gwalior shall remain prohibited till 14/04/2020. Administrative/Judicial work shall be communicated through Registrar General/Principal Registrar (Judicial) at Main Seat Jabalpur and Principal Registrars at Benches at Indore & Gwalior on their official e-mail I.D.
- 02- Entry into all Subordinate Courts shall remain prohibited till 14/04/2020 subject to specific permission of the District Judge/ Principal Judge, Family Court or In-charge Officer thereof, as the case may be. The respective Heads shall notify official e-mail I.D. details of Court Manager or Administrative Officer, as the case may be, for any contact by any person including lawyers for either Administrative or Judicial work.
- 03- All Registry Officers and staff of the High Court Main Seat at Jabalpur and Benches at Indore & Gwalior as well as all Judicial Officers & staff members of the Subordinate Courts including Family Courts shall remain stationed at their respective place of posting subject to the directions issued by the respective Heads, as the case may be, to carry out urgent or emergent duties.
- 04- No matter, unless it is urgent or eminently emergent, shall be entertained except with the permission of Hon'ble the Chief Justice in case of the High Court and District Judge or Principal Judge, Family Court or In-charge Officer thereof in case of Subordinate Court or Family Court.
- 05- On permission being granted, the lawyers / litigants or the concerned person shall be accordingly instructed of the venue and mode of addressing the Court either through Video Conferencing or otherwise.



- 06- All Registry Officers and staff members of the High Court Main Seat at Jabalpur and Benches at Indore & Gwalior and all Judicial Officers & staff members of the Subordinate Courts including Family Courts shall keep their mobile phones and contact numbers in an active mode for receiving and executing any communications issued by their respective superiors for the discharge of their duties.
- 07- In view of the unpredictable situations, the High Court and Subordinate Courts including Family Courts shall function as per the aforesaid directives until further orders subject to any further decision being taken on administrative side by Hon'ble the Chief Justice.
- 08- The directions and the guidelines issued by the Central Government and the State Government from time to time shall be followed in letter & spirit by all concerned. A copy of the guidelines issued by the Department of Justice, Government of India on 20/03/2020 and Ministry of Home Affairs, Government of India on 24/03/2020 along with all annexures are being appended herewith for ready reference.
- 09- Any kind of disobedience and deviation of the aforesaid directions shall be viewed seriously.

BY ORDERS OF HON'BLE
THE CHIEF JUSTICE



25/3/2020

(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 24th March, 2020

ORDER

Whereas, the National Disaster Management Authority (NDMA), is satisfied that the country is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organisation, and has considered it necessary to take effective measures to prevent its spread across the country and that there is a need for consistency in the application and implementation of various measures across the country while ensuring maintenance of essential services and supplies, including health infrastructure;

Whereas in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, the National Disaster Management Authority (NDMA), has issued an Order no. 1-29/2020-PP (Pt.II) dated 24.03.2020 (Copy enclosed) directing the Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities to take effective measures so as to prevent the spread of COVID-19 in the country;

Whereas under directions of the aforesaid Order of NDMA, and in exercise of the powers, conferred under Section 10(2)(I) of the Disaster Management Act, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby issues guidelines, as per the Annexure, to Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities with the directions for their strict implementation. This Order shall remain in force, in all parts of the country for a period of 21 days with effect from 25.03.2020.


Home Secretary 24/3/2020

To

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
(As per list attached)

Copy to:

- i. All members of the National Executive Committee.
- ii. Member Secretary, National Disaster Management Authority.

Guidelines on the measures to be taken by Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities for containment of COVID-19 Epidemic in the Country.

1. Offices of the Government of India, its Autonomous/ Subordinate Offices and Public Corporations shall remain closed.

Exceptions:

Defence, central armed police forces, treasury, public utilities (including petroleum, CNG, LPG, PNG), disaster management, power generation and transmission units, post offices, National Informatics Centre, Early Warning Agencies

2. Offices of the State/ Union Territory Governments, their Autonomous Bodies, Corporations, etc. shall remain closed.

Exceptions:

- a. Police, home guards, civil defence, fire and emergency services, disaster management, and prisons.
- b. District administration and Treasury
- c. Electricity, water, sanitation
- d. Municipal bodies—Only staff required for essential services like sanitation, personnel related to water supply etc

The above offices (Sl. No 1 & 2) should work with minimum number of employees. All other offices may continue to work-from-home only.

3. Hospitals and all related medical establishments, including their manufacturing and distribution units, both in public and private sector, such as dispensaries, chemist and medical equipment shops, laboratories, clinics, nursing homes, ambulance etc. will continue to remain functional. The transportation for all medical personnel, nurses, para-medical staff, other hospital support services be permitted.

4. Commercial and private establishments shall be closed down.

Exceptions:

- a. Shops, including ration shops (under PDS), dealing with food, groceries, fruits and vegetables, dairy and milk booths, meat and fish, animal fodder. However, district authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.
- b. Banks, insurance offices, and ATMs.
- c. Print and electronic media
- d. Telecommunications, internet services, broadcasting and cable services. IT and IT enabled Services only (for essential services) and as far as possible to work from home.
- e. Delivery of all essential goods including food, pharmaceuticals, medical equipment through E-commerce.

- f. Petrol pumps, LPG, Petroleum and gas retail and storage outlets.
- g. Power generation, transmission and distribution units and services.
- h. Capital and debt market services as notified by the Securities and Exchange Board of India
- i. Cold storage and warehousing services.
- j. Private security services

All other establishments may work-from-home only.

5. Industrial Establishments will remain closed.

Exceptions:

- a. Manufacturing units of essential commodities.
- b. Production units, which require continuous process, after obtaining required permission from the State Government

6. All transport services – air, rail, roadways – will remain suspended.

Exceptions:

- a. Transportation for essential goods only.
- b. Fire, law and order and emergency services.

7. Hospitality Services to remain suspended

Exceptions:

- a. Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.
- b. Establishments used/ earmarked for quarantine facilities.

8. All educational, training, research, coaching institutions etc. shall remain closed.

9. All places of worship shall be closed for public. No religious congregations will be permitted, without any exception.

10. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions / gatherings shall be barred.

11. In case of funerals, congregation of not more than twenty persons will be permitted.

12. All persons who have arrived into India after 15.02.2020, and all such persons who have been directed by health care personnel to remain under strict home/ institutional quarantine for a period as decided by local Health Authorities, failing which they will be liable to legal action under Sec. 188 of the IPC.

13. Wherever exceptions to above containment measures have been allowed, the organisations/employers must ensure necessary precautions against COVID-19

virus, as well as social distance measures, as advised by the Health Department from time to time.

14. In order to implement these containment measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such incident commander. The Incident Commander will issue passes for enabling essential movements as explained.
15. All enforcing authorities to note that these strict restrictions fundamentally relate to movement of people, but not to that of essential goods.
16. The Incident Commanders will in particular ensure that all efforts for mobilisation of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.
17. Any person violating these containment measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC (as per Appendix).
18. The above containment measures will remain in force, in all parts of the country, for a period of 21 days with effect from 25.03.2020.


24/3/2020
Union Home Secretary

• बरुण मित्रा, भा.प्र.से.
BARUN MITRA, IAS



सचिव
न्याय विभाग
विधि और न्याय मंत्रालय
भारत सरकार
SECRETARY
DEPARTMENT OF JUSTICE
MINISTRY OF LAW & JUSTICE
GOVERNMENT OF INDIA

D.O. No. 15011/38/2020-JUS (AU)

Dated the 20th March, 2020

Dear

We are all aware that the Novel Coronavirus (COVID-19) has spread to more than 90 countries in the world, including India. The Government of India through its all Ministries/Departments and its Institutions/Organizations is making all possible endeavours to mitigate the impact of the outbreak in the country. The Ministry of Health and Family Welfare has been issuing guidelines on various aspects. The Department of Personnel and Training has recently issued guidelines on activities to be undertaken by all concerned Departments in order to control the impact of outbreak in the country. Please find enclosed a copy of these guidelines which are also available on the website of the Ministry of Health and Family Welfare.

You are requested to disseminate these guidelines in the High Court and Districts and Subordinate Courts under your jurisdiction and mobilize all efforts to implement these effectively. As these guidelines may not be exhaustive, you may also like to issue your own advisory in this regard.

With regards,

Yours sincerely,

Encl:- As above


(Barun Mitra)

**Registrars General of all High Courts
(As per list attached)**



प्रीति सूदन, आईएएस
सचिव

PREETI SUDAN, IAS
Secretary



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare

D.O.No.Z-21020/14/2020-PH
17-3-2020

Dear Colleagues,

A number of measures have been taken both by Govt of India and by the States to contain nCoronavirus/COVID-19. These include dissemination of Do's & Don'ts, guidelines on wearing of masks, action on various travel advisories, implementation of protocols on surveillance, prevention of hospital infection, discharge policy, clinical management, etc. Kindly visit our website <https://mohfw.gov.in> for details.

Extensive consultations have been held with public health experts who have suggested to focus on social distancing measures as a preventive strategy to contain transmission of Covid-19. It was brought out that implementation of social distancing measures would have a major impact in limiting the spread and will also provide us with time to strengthen our response framework.

Accordingly, advisory/guidelines are drawn up for further action. While implementing these measures, it is important to educate the community so as to ensure their cooperation and avoid any panic. It is reiterated that these are preventive measures so as to lessen the impact of COVID-19 in the country and are temporary.

I shall be grateful if the enclosed advisory/guidelines are implemented as applicable to your particular Ministry/Department and organizations under you. You may also like to issue your own orders/advisory in this regard. Please direct States implement these effectively.

With collective effort, we will succeed in containing Covid-19.

Yours sincerely,

Preeti Sudan
(Preeti Sudan)

Secretaries to GoI of all Ministries/Departments

Encl.: as above

Advisory on Social Distancing Measure in view of spread of COVID-19 disease

Social distancing is a non-pharmaceutical infection prevention and control intervention implemented to avoid/decrease contact between those who are infected with a disease causing pathogen and those who are not, so as to stop or slow down the rate and extent of disease transmission in a community. This eventually leads to decrease in spread, morbidity and mortality due to the disease.

In addition to the proposed interventions, the State/UT Governments may prescribe such other measures as they consider necessary.

All these proposed interventions shall be in force till 31st of March, 2020. They will be reviewed as per the evolving situation.

The following interventions are proposed:

1. Closure of all educational establishments (schools, universities etc), gyms, museums, cultural and social centres, swimming pools and theatres. Students should be advised to stay at home. Online education to be promoted.
2. Possibility of postponing exams may be explored. Ongoing exams to be conducted only after ensuring physical distance of one meter amongst students.
3. Encourage private sector organizations/employers to allow employees to work from home wherever feasible.
4. Meetings, as far as feasible, shall be done through video conferences. Minimize or reschedule meetings involving large number of people unless necessary.
5. Restaurants to ensure handwashing protocol and proper cleanliness of frequently touched surfaces. Ensure physical distancing (minimum 1metre) between tables; encourage open air seating where practical with adequate distancing.
6. Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings.
7. Local authorities to have a dialogue with organizers of sporting events and competitions involving large gatherings and they may be advised to postpone such events.
8. Local authorities to have a dialogue with opinion leaders and religious leaders to regulate mass gatherings and should ensure no overcrowding/at least one metre distance between people.

9. Local authorities to have meeting with traders associations and other stakeholders to regulate hours, exhibit Do's and Don'ts and take up a communication drive in market places like sabzi mandi, anaj mandi, bus depots, railway stations, post-offices etc., where essential services are provided.
10. All commercial activities must keep a distance of one meter between customers. Measures to reduce peak hour crowding in markets.
11. Non-essential travel should be avoided. Buses, Trains and aeroplanes to maximize social distancing in public transport besides ensuring regular and proper disinfection of surfaces.
12. Hospitals to follow necessary protocol related with COVID-19 management as prescribed and restrict family/friends/children visiting patients in hospitals.
13. Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.
14. Special protective measures for delivery men/ women working in online ordering services.
15. Keep communities informed consistently and constantly.

Ministry of Health & Family Welfare

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

North Block, New Delhi-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT

डा. सी. चंद्रमौलि, एम.ए.से.
सचिव
Dr. C Chandramouli, IAS
SECRETARY



सत्यमेव जयते



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D.O. No.11013/9/2014-Estt(A-III)

19th March, 2020

Dear Chief Secretary/ Administrator,

Instructions have been issued by the Central Government regarding certain preventive measures to be taken in the light of the spread of COVID 19 (copies enclosed).

2. Given that this outbreak has been declared a global pandemic, it would be in public interest if similar measures are taken by State Governments and Union Territories. I request you to take measures as appropriate.

3. I will be grateful to be kept informed of the instructions issued in this regard.

With regards,

Yours sincerely,

(Dr. C. Chandramouli)

To

All the Chief Secretaries/Administrator of State Governments and Union Territories.

Encl:- **As above**



सूचना
का अधिकार

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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.

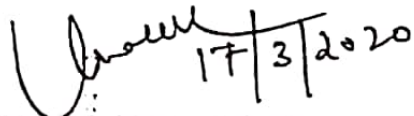
In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

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.

- (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

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.


OFFICE MEMORANDUM

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

With a view to contain the spread of Novel Coronavirus (COVID-19) it is imperative that the following precautionary measures are taken by all the Training Institutions: -

- i) All Training Institutions may review the ongoing training programmes and take appropriate measures to defer/curtail them to the extent possible. It would not be advisable to undertake any new training programme for the time being.
- ii) Entry of visitors to training institution may be restricted. If absolutely necessary, such visitors may be admitted after proper screening. Installation of thermal scanner at the entry points of the buildings may be taken up wherever feasible. Hand sanitizers should be mandatorily placed at the entry points and every person-faculty member/staff member/Visitor entering the premises should compulsorily clean their hands before entering the premises.
- iii) Availability of adequate hand sanitizers and running water/soap in the training institute should be ensured.
- iv) Training/Teaching may be conducted, as far as possible, in a virtual/online mode.
- v) Adequate distance may be maintained between students in the physical classrooms
- vi) Meetings to the extent possible should be conducted through video conferencing only.
- vii) All non-essential travel may be avoided. Outside visits and excursions, group activities/screening of movies etc. and physical training activities may be suspended with immediate effect.
- viii) Calling of guest faculty may be avoided.
- ix) All gyms/recreation centres, creches, book clubs etc. inside the premises may be shut down immediately.
- x) A fully functional medical centre with the presence of qualified doctor(s) and nursing staff may be ensured with proper protocol for treating of staff/faculty/trainee with flu like symptoms. SOPs may be developed in consultation with local Public Health Authorities to ensure quick response for testing and isolation/quarantine of symptomatic patients etc.
- xi) Separate quarantine facility may be created in consultation with local Public Health Authorities.
- xii) Mess Supervisors should ensure that all the trainees and mess staff wash their hands properly before entry into the Mess and before entry into the kitchen. Messaging outside the mess, its kitchen and the toilets about 'Dos and Don'ts' must be ensured.
- xiii) Everything prepared in the mess must be cooked properly and raw salad and uncut fruit avoided for the time being. Linen should be changed frequently. The Trainees may be advised not to share the glass for drinking water and use only their respective water bottles for drinking water. Trainees may be advised not to use outside eateries as a preventive measure.
- xiv) Common contact places including class rooms, hostels, mess, guest houses, vehicles/buses etc to be disinfected frequently. Dustbins may be placed in front of all the washrooms. Doorknobs of class rooms, toilets, hostel doors, canteen and all common facilities to be disinfected regularly.

- xv) All faculty members and staff members may be advised to take care of their own health as well as of their friends and family and look out for symptoms such as respiratory problems, fever, discomfort etc. In case anyone feels unwell and shows flu-like symptoms, should inform the Training Coordinator/designated faculty immediately and report to the Medical Centre of the training institutes.
- xvi) All staff & faculty at higher risks such as elderly employees, pregnant employees, employees with poor medical conditions and employees suffering from major chronic ailments may be advised to take proper care.
- xvii) Frequent hand washing with soap, water and alcohol-based hand rub, should be encouraged. Covering of nose and mouth while sneezing and coughing, throwing of used tissues in close bins immediately after use. Keeping a safe distance from persons during interaction, especially with those having flu-like symptoms, sneezing in the inner side of the one's elbow and not coughing into the palms of one's hand, regular check of temperature and respiratory systems, consultation with the doctor in the event of one's feeling unwell, wearing of mask and covering of mouth and nose while visiting a doctor and avoidance of social gatherings, must be strongly advised to every faculty member and staff member. Staff & faculty should also be advised not to spit in the public, travel unnecessarily, participate in the large gathering, spending time in the canteens unnecessarily, visit gyms, clubs and crowded places.
- xviii) The Health Advisories issued by the Ministry of Health and Family Welfare should be referred to and followed scrupulously.
- xix) Action taken in this regard may be intimated to this Department regularly.



(Biswajit Banerjee)

Under Secretary to the Government of India

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To

1. All Central Training Institutes, CCAs
2. All Attached offices/Autonomous bodies under DOPT.
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Dir., NIC, DoP&T

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

North Block, New Delhi-110001
Dated the 20th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to achieve 'social distancing' to contain the spread of COVID19

In continuation of this Department's OM of even no. dated 17th March, 2020 and 19th March, 2020, the following has been decided:-

- (i) The officials appointed as Consultants/Advisors after retirement who are of the age of 60 years & above, may be allowed to work from home with the permission of Heads of Department (HoDs), without adversely affecting their consultancy fee/honorarium, till 4th April, 2020.
- (ii) The contractual/outsourced staff may also be allowed to attend office on rotational basis as has been allowed for Group 'B' and 'C' officials, without deduction of any wages for their absence from work, upto 4th April, 2020.

2. These instructions shall be applicable to Ministries/Departments/attached and subordinate offices of Central Government. Similar instructions may be issued to Autonomous/Statutory Bodies.


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary(Personnel)
5. Sr.Technical Director, NIC, DoPT

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

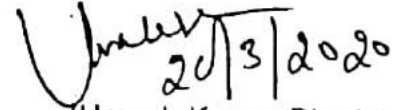
North Block, New Delhi-110001
Dated the 20th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to achieve 'social distancing' to contain the spread of COVID19 – Relaxation in CCS (Leave) Rules, 1972 regarding.

The undersigned is directed to state that the leave sanctioning authorities were advised vide O.M. of even number dated 17th March, 2020 to sanction leave to officials who wish to self-quarantine, as a preventive measure. In this regard, in relaxation of Central Civil Services (Leave) Rules, 1972, it has now been decided with the approval of competent authority to grant Commuted Leave without production of medical certificate to those officials who are above 50 years of age and have underlying conditions i.e. Diabetes, Respiratory problems, Renal diseases and other life-threatening illness, for a period upto 4th April, 2020, so as to avoid unnecessary burden on the health care system.

2 These instructions shall be applicable to Ministries/Departments/attached and subordinate offices of Central Government. Similar instructions may be issued to Autonomous/Statutory Bodies.


20/3/2020
(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary(Personnel)
5. Sr.Technical Director, NIC, DoPT