

**URGENT & Important**

F.No.31021/1/19 Part-2

Government of India  
Ministry of Defence

Sena Bhawan, New Delhi

Dated 19<sup>th</sup> March 2020

**Office Memorandum**

**Subject: Preventive measures to be taken to contain the spread of Novel Corona Virus (COVID-19)-reg.**

The undersigned is directed to say that, **Novel Corona Virus (COVID-19)** has been declared as global pandemic by various National and International Organisations/Agencies and therefore in order to contain the spread of this disease, some precautionary measures are required to be taken by all the employees of MoD(Sectt.). This advisory is being issued with reference to DoPT's O.M. dated 17.03.2020.

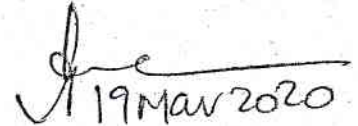
2. All the employees of this Ministry are accordingly advised to take the following necessary measures :-

- a) Employees, if having flu like symptoms, should take immediate medical consultation and are advised to take proper treatment/quarantine.
- b) Discourage entry of the visitors in the office complex to the maximum extent. Routine issue of visitors/Temporary passes should be either reduced or suspended to possible extent with the immediate effect. All the visitors must be allowed after being properly screened.
- c) Meetings, as far as feasible, should be done through video conferencing. To minimize or re-schedule meetings involving large number of people unless necessary.
- d) Avoid non-essential official travel domestically and internationally.
- e) Undertake essential correspondence on official emails and avoid sending files and documents to other offices, to the extent possible.
- f) Ensure personal cleaning and sanitization.
- g) All officials are required to take care of their own health and look out for respiratory symptoms/fever etc. and if feeling unwell should leave the workplace after informing reporting officer. The home quarantine shall be observed as per the instruction of MoH&FW, Government of India available at their official site.

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- h) 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.
- i) The leave sanctioning authorities are advised to sanction leave, whenever any request is made, for self-quarantine as a precautionary measure.
- j) An indicative list of **Do's and Don'ts** is also attached for information.



(S.S.S.Sarma)

Director(Establishment)

Tele: 23014369

Distribution:-

All Officers/ Sections of MoD(Sectt.)/Reception offices/CSO, H-Block.

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.

*[Signature]*  
19 Mar 2020