

**Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati house: Copernicus Marg,
Mandi House: New Delhi: 110001**

No. D-13023/15/2019-20/GA-I/Part file

Date: 07.05.2020

Office Memorandum

Subject: Precautionary Measures to Contain the spread of COVID-19

This is in continuation of Prasar Bharati Secretariat Office Memorandum of even number dated 28.04.2020 on the subject matter.

2. It is mentioned that the Ministry of Home Affairs (MHA) has issued New Guidelines on the measures to be taken for containment of COVID-19 vide their Order No.40-3/2020-DM-I(A) dated 01.05.2020. These guidelines specify the activities which can be carried out in various Zones (Red, Orange and Green). This is going to increase traffic and manpower movement in general. Though, Prasar Bharati (as Public Service Broadcaster) has been continuously working tirelessly to inform, educate and entertain the public during all this tough time, with more relaxation allowed by MHA, the activities in Prasar Bharati are also likely to increase and thereby, movement of people (including staff/ employees) in its establishments.

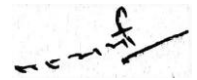
3. In view of above, it is necessary that all the staff/ employee including contractuales, outsource manpower, casual assignees take adequate care of their health and safety so as contribute effectively to contain of spread of COVID-19. Accordingly, following instructions are hereby issued for strict compliance:

- (i) DoPT, vide OM No. 11013/9/2014-Estt. (A.III) dated 29.04.2020 (copy enclosed) made it mandatory for all the Government staff (including outsource manpower) to install and effectively use Aarogya Setu Mobile App to enhance the safety of employees. Prasar Bharati Sectt. also issued instructions in this respect vide OM of even no. dated 14.04.2020. All establishments shall ensure that both these instructions are implemented in letter & spirit without fail.
- (ii) Wearing of mask at work place is compulsory. Instruction on wearing of face mask/ cover has been issued vide PB Sectt. OM of even no. dated 28.04.2020.
- (iii) All persons in charge or workplace shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
- (iv) Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizers shall be made available in the work places.
- (v) Large physical meetings to be avoided. Meeting through electronic means to be encouraged.
- (vi) Hospitals/clinics in the nearby areas, which are authorised to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID -19 should be immediately

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sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.

- (vii) Offices where eOffice has been implemented shall use the same extensively. Physical files/ receipts/ dak to be avoided.
 - (viii) Offices who are yet to come on eOffice, respective administrative ADGs are requested to make sure that they implement the same within May 2020. Office attendance will continue to be governed as per PB Sectt OM of even no. dated 17.04.2020.
4. The above instructions are issued with the approval of CEO, Prasar Bharati.



(G. D. Sharma)
Deputy Director General(Admin)

To

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal/ Regional ADG(E)/ ADG(P) AIR and DD
4. ADG (NABM)
5. CVO, Prasar Bharati
6. DDG (T) for circulation in e-office / web site

Copy for information to:

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/ (B&A)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research), ADG(IR/ Marketing), ADG(Procurement), ADG (Content Operations) Prasar Bharati
7. DDGs (Admin.) / (Fin.)/(Tech.)/ (Tech. &Coordination)/ (Ops.)/ (LM&HR-C), PBS
8. Dir(GA-1)/DD(GA-2) for further necessary action.
9. AE (GA-I)/ AE (GA-II), PBS
10. Notice Board, PBS.

IMMEDIATE

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

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

(Establishment, A-III Desk)

North Block, New Delhi.

Dated: 29.04.2020

OFFICE MEMORANDUM

Subject: Effective use of 'Aarogyasetu' App for breaking the chain of transmission of COVID-19.

With reference to the subject mentioned above, the following directions may strictly be followed to improve the safety of all Government officials:

- (i) All the officers, staff (including outsourced staff) working in Central Government should download 'Aarogyasetu' App on their mobile phones, immediately.
- (ii) Before starting for office, they must review their status on 'Aarogyasetu' and commute only when the app shows 'safe' or 'low risk' status.
- (iii) The officers/staff are advised that in case the App shows a message that he/she has a 'moderate' or 'high risk' calculated on the basis of Bluetooth proximity ("recent contact with infected person"), he/she should not come to office and self isolate for 14 days or till the status becomes 'safe' or 'low risk'.
- (iv) Joint Secretary (Administration) should ensure that above directions are strictly followed in the respective Ministry/Department.
- (v) Ministries/Departments may issue similar instructions to all autonomous/statutory bodies, PSUs etc. attached to them.
- (vi) Report on the action taken may be sent to the undersigned.

G. Jayanthi.

(G. Jayanthi)

Joint Secretary to the Government of India

To:

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