

**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: 17.04.2020**

**Office Memorandum**

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

This is in continuation of Prasar Bharati Sectt Office Memorandum of even number dated 30.03.2020 on the subject matter.

2. It is mentioned that the Ministry of Home Affairs (MHA) has issued consolidated revised Guidelines on the measures to be taken for containment of COVID-19 vide their Order No.40-3/2020-OM-I(A) dated 15.04.2020. It has been mentioned that, to mitigate hardship select additional activities will be allowed, which will come into effect from 20<sup>th</sup> April,2020. However, these additional activities will be operationalized on strict compliance to the existing guidelines on lockdown measures. These consolidated revised guidelines will not apply to in containment zones as demarcated /new area is included in the category of a containment zones by the Government.

3. As per para/point no.14 (i) of aforesaid MHA revised Guidelines, Electronic media including Broadcasting has been allowed to operate. This position is same as contained in MHA's Guidelines issued vide order dated 24.03.2020.

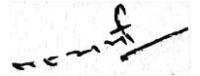
4. As per para 18(ii) of the MHA revised Guidelines dated 15.04.2020, other Ministries and Departments, and offices under their control, are allowed to function with 100% attendance of Deputy Secretary and level above that. Remaining officers and Staff to attend upto 33% as per requirement. As Prasar Bharati was already functional, being Electronic media [para 4(c) of MHA Guidelines dated 24.03.2020], the provisions of para 18(ii) of the revised Guidelines are not strictly applicable to Prasar Bharati.

5. In view of above, following instructions are hereby issued for strict compliance:

- (i) All the officers of the Rank of Director and above will attend the Office. However, in the establishments where eOffice has been fully operational, concerned ADG may decide on the physical presence of these officers with the condition that either ADG or his next below level should mandatorily attend the office.
- (ii) For the officers & staff of the level of Dy. Director and below, each ADG will draw up roster ensuring upto 33% attendance.
- (iii) Under no circumstances should any of the below stipulations be diluted:
  - Social Distancing as per the guidelines issued by M/o H&FW
  - Facial Protection as per Annexure-I to MHA's Revised Guidelines dated 15.04.2020
  - Thermal Screening at the entrance
  - Activating Aarogya Setu App as per PBS OM dated 14.04.2020
  - Physical Movement of Files/Dak to be avoided to the extent possible.
- (iv) Unnecessary idling, congregations and loitering will be viewed seriously, and suitable disciplinary action will be taken.

- (v) ADGs to accordingly use judgement on the number of staff essentially required to be present and their presence may be staggered on alternate days, if needed so that all above Instructions are mandatorily complied with.

6. The above instructions are issued with the approval of CEO, Prasar Bharati and applicable w.e.f. 20<sup>th</sup> April,2020.



**(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

**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&R)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research)), ADG(B&R), 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.