

F.No. 19015/18/2020-GA
Government of India
Ministry of Jal Shakti
Department of Water Resources, River Development and Ganga Rejuvenation
(General Administration)

Shram Shakti Bhawan, Rafi Marg, New Delhi
Dated 13.05.2020


OFFICE MEMORANDUM

Subject: Opening of rooms for sanitization to contain the spread of Coronavirus (COVID-19) – reg.

The undersigned is directed to refer to Ministry of Home Affairs' O.M. No. 40-3/2020-DM-I(A) dated 15.04.2020 providing the consolidated guidelines on the measures to be taken for containment of COVID-19 in the country and to say that as per the directions, the office space of this Department is being sanitized regularly to contain the spread of COVID-19. The sanitization of rooms and office space including washrooms is done every morning before the start of office. However, the rooms having secret locks with keys with the officer himself or in some cases, the CR section is under strict instruction from officers to open the room only in their presence, the sanitization agency is finding it difficult to sanitise these rooms in the morning. However efforts are made to do the needful when this section receives requisition from such officers as and when they come to office. It may be appreciated that the agency has been entrusted the work for all our offices scattered in more than seven locations and hence they cannot be asked to wait indefinitely for the rooms to be opened for being sanitized.

2. It is, therefore, requested that the officers or their staff may reach before 9.30 am to open their rooms to facilitate the sanitization process to contain the spread of Coronavirus (COVID-19). In case, due to unavoidable circumstances, any office room could not be sanitized by this time for not having been open, the official/officer may kindly inform the GA Section on his/her arrival so that necessary arrangement for sanitization of the room can be made.

3. This may be accorded TOP PRIORITY.



(A K Kaushik)

Under Secretary to the Government of India

Ph No: 011-23738126

To:

1. All officers and staff at Shram Shakti Bhawan
2. All officers and staff at Krishi Bhawan

ए. के. कौशिक/A. K. KAUSHIK
अवर सचिव/Under Secretary
जल संसाधन एवं गंगा संरक्षण विभाग
Ministry of Jal Shakti
D/o of Water Resources, River Development
& Ganga Rejuvenation
भारत सरकार/Government of India
श्रमशक्ति भवन, नई दिल्ली/Shram Shakti Bhawan, New Delhi-11001

3. All officers and staff at Shastri Bhawan.
4. All security guards at Block-11 CGO Complex, Block-3 CGO Complex, MTNL Building CGO Complex and Lok Nayak Bhawan.

Copy to:

1. PPS to Secretary (WR, RD & GR)
2. PPS to Additional Secretary (WR, RD & GR)
3. PPS to Joint Secretary (Admn.), DoWR, RD & GR