

CENTRAL POLLUTION CONTROL BOARD
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
PARIVESH BHAWAN, EAST ARJUN NAGAR
SHAHDRRA, DELHI-110032

F.No. C-35011/01/Circular/2010/Admin. (P)

17th April 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID-19-regarding.

In view of the announcement of extension of Lockdown till the 03rd May, 2020 by the Hon'ble Prime Minister, the Ministry of Home Affairs have issued detailed guidelines. Accordingly, the following instructions have been issued for compliance by the employees of CPCB:

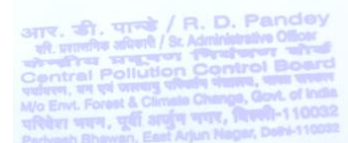
- i. The office will start functioning with effect from the 20th April, 2020 with 100% attendance of the officers in the Pay Level – 12 and above. Remaining officers and staff to 33% as per requirement. The Divisional Heads may identify the names of the remaining officers and inform them accordingly. In case of any order is required from administration, it will be issued subsequently.
- ii. The rest of the officers and staff will continue to work from home and can be called at any moment as and when required.
- iii. All the Divisional Heads have to decide the assignment for the division and the staff posted under them.
- iv. Normal Working Hours per day may not be insisted upon for the Officers / Staff who would be attending office during the said period and rather staggered hours of work may be employed. This arrangement may be implemented with concurrence of respective Divisional Head.
- v. Everybody should take all precautions including wearing of mask, maintain hygiene and follow social distancing.
- vi. All the officers should discourage to discuss the issues, if any in person. Such discussions must be done through telephone/intercom.
- vii. In case anybody feels symptoms of fever and uneasiness, he/she should immediately inform and stay at home in their own interest and in larger public interest prior informing their reporting officer.
- viii. Officers and staff who attend the office may endeavour to bring their own food and water to minimise the need for the use of public facilities for the same.
- ix. Officers and staff strictly avoid gathering in corridors and other public spaces outside their office rooms
- x. Divisional Heads may ensure that officials with certified medical conditions and/or co-morbidities and parents of children below the age of 5 are allowed to work for home only.
- xi. Officials residing at places far off from office may be allowed to work from home more to the extent possible so as to offset the impact of the absence of public transport.
- xii. Large gathering or meetings of more than 10 participants must be discouraged.
- xiii. Use of staircase may be encouraged. If required, not more than 2-3 persons should be allowed to use lift.
- xiv. Officers who are housed in Containment zones identified by the respective Government agencies shall not be required to attend office.

- xv. All the officers/staff must ensure that they should be available over telephone and other electronic means of communication all the time.
2. The Divisional Head Building must ensure the following instructions:
- All the Office vehicles shall be made operational and can be utilized for transportation of the employees who have been called for duties but do not have their own vehicles for commutation.
 - All the areas like **entrance gate of the building/canteen/meeting rooms/training hall/conference hall/lifts and washrooms** of the Parivesh Bhawan should be disinfected completely using user friendly disinfectant.
 - All the vehicles entering the office premises should be disinfected by spray mandatorily.
 - Thermal scanning of all the employees entering and exiting the office premises, should be done.
 - Provision for hand sanitizers at the entry point. Sufficient quantity of sanitizers must be arranged.
 - All the doors must be kept open including the entry, exit, conference halls etc.
 - The security personnel may be directed not to allow anyone to use gutka, tobacco or spitting in the open.
 - No visitors should be allowed unless permitted by the Member Secretary.
 - The sitting arrangement in conference/training halls should be made in such a way that minimum 6 feet distance be maintained between two participants.
3. The above instructions are also applied in case of all Regional Directorates and Project Office, Agra.
4. The above directions shall be effective from 20.04.2020 to 03.05.2020 and will be subject to review as the situation evolves.
5. This issues with the approval of the Competent Authority, CPCB.



(R.D. Pandey)

Sr. Administrative Officer



Distribution:

- All the Divisional Head at HO Delhi-to intimate the respective employees
- DH, IT Division- with the request of upload it on CPCB portal
- AO, CCB office
- PS to MS
- Office Order File