

झारखण्ड सरकार

कार्मिक, प्रशासनिक सुधार तथा राजभाषा विभाग।

प्रेषक,

सुखदेव सिंह
मुख्य सचिव,
झारखण्ड।

सेवा में,

सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव
पुलिस महानिदेशक-सह-पुलिस महानिरीक्षक, झारखण्ड
सभी विभागाध्यक्ष, झारखण्ड
सभी प्रमण्डलीय आयुक्त/उपायुक्त, झारखण्ड।

राँची, दिनांक 18/04/2020

विषय : नोवेल कोरोना वायरस (COVID-19) के प्रसार को ध्यान में रखते हुए राज्य सरकार के कार्यालय संचालन के सम्बन्ध में।

महोदय,

उपर्युक्त विषय के सम्बन्ध में कहना है कि भारत सरकार, गृह मंत्रालय, नई दिल्ली के पत्रांक-40-3/2020-DM-I(A), दिनांक 15.04.2020 द्वारा राज्य सरकार, Autonomous Bodies एवं Local Governments के कार्यालयों को दिनांक 20.04.2020 के प्रभाव से खोलने के सम्बन्ध में निम्नवत् निर्देश प्राप्त है :-

- (i) Police, home guards, civil defence, fire and emergency services, disaster management, prisons and municipal services will function without any restrictions.
- (ii) All other Departments of State/UT Governments to work with restricted staff. Group 'A' and 'B' officers may attend as required. Group 'C' and levels below that may attend upto 33% of strength, as per requirement to ensure social distancing. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
- (iii) District administration and Treasury (including field offices of the Accountant General) will function with restricted staff. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
- (iv) Resident Commissioner of States/UTs, in New Delhi, only to the extent of coordinating COVID-19 related activities and internal kitchen operations.
- (v) Forest offices: staff/workers required to operate and maintain zoo, nurseries, wildlife, fire-fighting in forests, watering plantations, patrolling and their necessary transport movement.

2. अतः उपरोक्त निदेश के आलोक में दिनांक 20.04.2020 से सरकारी कार्यालयों में पदाधिकारियों/कर्मचारियों की उपस्थिति सुनिश्चित कराई जाय। सचिवालय, निदेशालय तथा संलग्न कार्यालयों का संचालन उपर्युक्त कंडिका (ii) के अनुसार किया जायेगा।

3. सभी कार्यालय प्रधान पदाधिकारी/कर्मचारी का Duty Roster बनाते समय इस बात को ध्यान में रखेंगे कि उनके कार्यालय के प्रत्येक कमरे का साईज क्या है तथा Social Distancing के सिद्धांत का पालन सुनिश्चित करने हेतु उसमें अधिकतम कितने पदाधिकारी/कर्मि बैठ सकते हैं।



4. चतुर्थ वर्गीय कर्मियों का Duty roster बनाते समय यह ध्यान में रखा जाय कि कार्यालय के कोरीडोर में Social Distancing के सिद्धान्त का उल्लंघन नहीं हो।

5. यह भी सुनिश्चित किया जाय कि सभी पदाधिकारी/कर्मि face mask पहने।

6. कार्यालय के प्रवेश द्वार पर Sanitiser तथा यथा सम्भव Thermal Gun की व्यवस्था रखी जाय।

7. कार्यालय की ऊपरी मंजिल पर जाने के लिए सीढ़ियों का उपयोग करने के लिए पदाधिकारियों/कर्मचारियों को प्रेरित किया जाय।

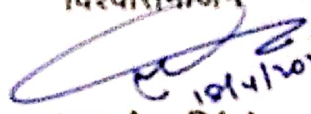
8. कार्यालयों में अनावश्यक आगन्तुकों के प्रवेश को रोका जाय।

9. अति आवश्यक बैठकों का आयोजन अगर VC अथवा अन्य internet platform के माध्यम से सम्भव नहीं हो तो उतने ही पदाधिकारियों को बैठक में आमंत्रित किया जाय जिन्हें Social Distancing के सिद्धान्त का पालन करते हुए सभागार में बैठाना सम्भव हो।

10. कार्यालय परिसर में गुटका/तम्बाकू खाकर थूकने की प्रवृत्ति को पूर्ण रूपेण रोका जाय।

उपरोक्त के अतिरिक्त संलग्न अनुलग्नक-I तथा II में अंकित बिन्दुओं का अनुपालन सुनिश्चित करे।

अनुलग्नक-यथोक्त।

विश्वासभाजन

(सुखदेव सिंह)
मुख्य सचिव,
झारखण्ड।

National Directives for COVID-19 Management

The National Directives shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

PUBLIC SPACES

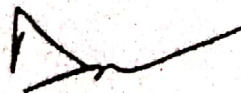
1. Wearing of face cover is compulsory in all public places, work places.
2. All persons in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization /manager of public place shall allow gathering of 5 or more persons
4. Gatherings such as marriages and funerals shall remain regulated by the District Magistrate.
5. Spitting in public spaces shall be punishable with fine.
6. There should be strict ban on sale of liquor, gutka, tobacco etc. and spitting should be strictly prohibited.

WORK SPACES

7. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
10. Use of Arogya setu will be encouraged for all employees both private and public.
11. All organizations shall sanitize their work places between shifts.
12. Large meetings to be prohibited.

MANUFACTURING ESTABLISHMENTS

13. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
14. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
15. Intensive communication and training on good hygiene practices shall be taken up.



Annexure II

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.