



No. AN/II/982/Misc/2021

Dated: 06.04.2021

To

The OI/c  
All Sections  
(Local)

Subject: Preventive measures to contain spread of COVID-19.

\*\*\*\*\*

Keeping in view of the various orders issued by the DOPT as well as MHA & MOH & Family Welfare regarding preventive measures to contain the spread of COVID-19, it has come to notice that the guidelines are not being followed strictly by some of the employees of this office.

M/o Health & Family Welfare specifically prescribe the simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be followed by all employee & visitors. Some of these measures include:-

- Maintaining a minimum distance of 6 feet
- Mandatory use of facecover/mask
- Practice frequent hand washing with soap
- Use of alcohol based sanitizer
- Follow respiratory etiquettes,
- Prohibit spitting,
- Installation and use of Arogya Setu App.

The cases of Covid 19 are still being reported from different part of city and the menace still persists. In view of above, it is impressed upon all employees of this office to ensure that the above stated specified measures are strictly followed.

All Officers in charge of the section are requested to ensure that all officers & staff of their sections follow the above norms and **mandatory use Facecover/Mask**.



(BIJAY KUMAR)  
ACDA (AN)

Copy to:

IT&S Wing (Local): For uploading on PCDA (P) website.

(Rajnish Kumar Mishra)  
AO (AN)