

No.I-28011/02/2020/SSO-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralya

NDCC-II, New Delhi
Dated 18th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)-regarding.

The undersigned is directed to refer to DoPT's O.M No.11013/9/2014-Estt.A.III dated 17.03.2020 on the subject mention above which is self explanatory.

2. As per para 2 of the said O.M, all the Ministries/Departments are advised to discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors, whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.

3. In view of the above, it has been decided that henceforth only Joint Secretary & above level officers in the Ministries/Departments are authorized to allow visitors to the minimum extent due to spread of Novel Coronavirus till further orders. The visitors pass will be issued by Reception Officer on receipt of a written request in prescribed format enclosed at Annexure from the Joint Secretary and above level officer.

4. All the Ministries/Departments are requested to follow the above instructions regarding regulations of entry of visitors in Government Buildings with immediate effect.

Encl. As above


(S. Samanta)

Under Secretary to the Government of India
Tel.23438052

To

All the Ministries/Departments of Government of India.

Copy to:

Chief Supervisor, MHA, North Block with the direction to instruct all the Reception Officers and supervisors to follow the above instructions scrupulously till further order.


Under Secretary to the Government of India

Ministry of

Deptt. Of

Subject :- Entry of visitors.

The following visitor(s) may be allowed entry in the building:-

1. _____

2. _____

3. _____

(Signature of the officer)

Name & Designation:.....

Date:.....

Tel.No:.....

Seal/ Stamp

Reception Officer