

**CIRCULAR****Subject: Following Social Distancing Norms and Effective use of Masks in Office Premises to prevent the chain of transmission of COVID-19 – reg**

In view of the COVID-19 pandemic, the National Directives for Covid-19 management (Annexure-I of the MHA Order No. 40-3/2020-DM-I(A) dated 15.04.2020) and the Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments (Annexure II of MHA Order No. 40-3/2020-DM-I(A) dated 15.04.2020) is to be strictly followed in all workplaces.

In this regard, many a times officers/staff attending office (and even taking part in meetings) are not wearing / improperly wearing facial masks and are also found to unnecessarily touch the outer surface of their masks which increases risk of COVID-19 transmission. This not only puts the officer concerned at high risk, it also endangers the health of his/her colleagues seriously.

It is also brought to the notice of all concerned that the operation of Central Air Conditioning Units is being stopped by PCP Directorate in the interest of effective COVID-19 management. No office should put any undue request to PCP directorate for operation of Central Air Conditioning Unit that creates hindrance for effective COVID-19 management and jeopardizes the health of the officers and Staff working in CWC.

All officers/staff are once again requested to strictly follow all guidelines of social distancing, ensure effective use of facial masks and cooperate with PCP directorate regarding operation of Central Air Conditioning Units.

This issues with approval of Chief Engineer (HRM), CWC.

(K. Vysakh)

Deputy Director

All Officers/Staff of CWC through CWC website

Copy for kind information to:

1. PPS to Chairman, CWC
2. PPS to Member (WP&P) / Member (D&R) / Member (RM)
3. Chief Engineer, HRM, CWC
4. All Chief Engineers of CWC (HQ) / All Field Chief Engineers, CWC
5. Secretary, CWC
6. Director (PCP), CWC (HQ)

