



OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)  
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**Important Circular  
(Through CGDA Website)**

No. TD/3487/Misc.Courses/19-20

Dated: 23<sup>rd</sup> Mar, 2020

**CIRCULAR**

To,

**All CsDA RTC/ NADFM Pune/  
OTI Gurugram/DPTI Allahabad**

**Subject:-** Additional preventive measures to be taken to contain the apread of  
Novel Coronavirus (COVID-19)

Please find enclosed copies of Ministry of Personnel, Public Grievances and Pensions, DoP&T (Training Division)'s OM no. T-21021/1/2020-Acad Desk (Part-3) dated 19.03.2020 and 22.03.2020 on the above subject for strict compliance in your organization/office with immediate effect.

2. This issues with the approval of the CGDA.

(Vinod Kumar)  
**ACGDA (HRD)**

**Copy to:**

✓ Officer-in-Charge,  
IT&S Section, CGDA office.

- For uploading of this circular  
on CGDA website.

(Vinod Kumar)  
**ACGDA (HRD)**

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Ns.F-21021/2020-Acad.Desk(Part-3)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)


Block-IV, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067  
Dated: 22<sup>nd</sup> March, 2020

OFFICE MEMORANDUM

**Subject: Additional preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)**

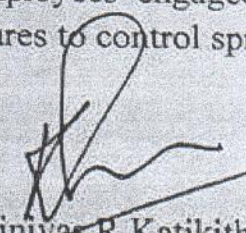
Further to the OM of even no. dated 19.03.2020, the following additional instructions are issued for immediate compliance in respect of all Training Institutions:

- (i) Heads of Training Institutions may draw up a Roster of Staff (all officers and staff, including consultants/ contract and outsourced employees) who are required to render essential services within the Training Institution. They alone may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March, 2020. In other words, the Training Institution should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.
- (ii) A Nodal Officer may be identified and notified online for authenticated communication with and within the Training Institution;
- (iii) All the trainees may be directed to remain restricted to their room/ shared room/ dormitory as the case may be, with minimal physical contact with other trainees;
- (iv) All trainees may be advised to follow the protocols advised by Ministry of Health and Family Welfare, Government of India, for maintaining social distance and personal hygiene;
- (v) All conservancy staff and employees may be suitably sensitized to the requirements, and arrangements may be made to ensure social distance and personal hygiene amongst them and trainees;
- (vi) Wherever possible, trainees may be encouraged to undertake cleaning of their own rooms and facilities, without the help of conservancy staff;
- (vii) Arrangements may be made for washing and changing of linen, cutlery etc., by making available washing machines/ dish washers etc., to the extent possible;
- (viii) As far as possible, Training Institutions shall make arrangements for serving food and refreshments to trainees in their respective room/ shared room/ dormitory, so as to avoid intermingling;

  
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- (ix) Where this is practically not possible, meal timings may be staggered appropriately, with adequate intervals to ensure that intermingling and social contact is minimized; a suitable timetable may be drawn up and disseminated to all concerned;
- (x) Entry and exit to Training Institutions may be regulated to ensure that no outside visitors are allowed to enter; staff, employees (including contract employees), and vehicles who/ which are deployed for material procurement and logistical duties may be sanitized, screened, and thermally scanned before each entry into the Training Institutions as appropriate;
- (xi) In case any trainee or visitor to the Training Institution has a history of travel, (s)he may be asked to self-quarantine in his/ her room or in the separate facility which has been created in consultation with Public Health authorities;
- (xii) Training/ teaching may be continued, as far as possible, in a virtual/ online mode. Telecom Service Providers/ local units of Department of Telecommunications may be contacted to ensure telecom and WiFi connectivity in the Training Institutions;
- (xiii) Examinations and tests may be conducted in online (including email) mode and evaluation be conducted without need for personal contact amongst trainees and faculty members;
- (xiv) Training Institutions may assign senior faculty members to counsel trainees regarding the importance of social distancing and isolation and to emphasize the criticality of personal commitment and coordinated community action; and
- (xv) Trainees may be encouraged to keep themselves physically and mentally fit including practicing Yoga and meditation techniques.

These instructions will be applicable with immediate effect, till 31.03.2020 or till further orders. These instructions shall not apply to officers and employees engaged in essential/ emergency services and those directly engaged in taking measures to control spread of COVID-19.

  
 (Srinivas R Katikithala)  
 Additional Secretary  
 Email: srinivas.kat@gov.in

1. All Central Training Institutions, CCAs
2. All Attached offices/Autonomous bodies under DOPT

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No.T-21021/1/2020-Acad.Desk(Part-3)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Training Division

Block-IV, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067  
Dated: 19<sup>th</sup> March, 2020

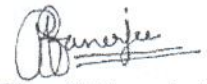
OFFICE MEMORANDUM

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

With a view to contain the spread of Novel Coronavirus (COVID-19) it is imperative that the following precautionary measures are taken by all the Training Institutions: -

- i) All Training Institutions may review the ongoing training programmes and take appropriate measures to defer/curtail them to the extent possible. It would not be advisable to undertake any new training programme for the time being.
- ii) Entry of visitors to training institution may be restricted. If absolutely necessary, such visitors may be admitted after proper screening. Installation of thermal scanner at the entry points of the buildings may be taken up wherever feasible. Hand sanitizers should be mandatorily placed at the entry points and every person-faculty member/staff member/Visitor entering the premises should compulsorily clean their hands before entering the premises.
- iii) Availability of adequate hand sanitizers and running water/soap in the training institute should be ensured.
- iv) Training/Teaching may be conducted, as far as possible, in a virtual/online mode.
- v) Adequate distance may be maintained between students in the physical classrooms
- vi) Meetings to the extent possible should be conducted through video conferencing only.
- vii) All non-essential travel may be avoided. Outside visits and excursions, group activities/screening of movies etc. and physical training activities may be suspended with immediate effect.
- viii) Calling of guest faculty may be avoided.
- ix) All gyms/recreation centres, creches, book clubs etc. inside the premises may be shut down immediately.
- x) A fully functional medical centre with the presence of qualified doctor(s) and nursing staff may be ensured with proper protocol for treating of staff/faculty/trainee with flu like symptoms. SOPs may be developed in consultation with local Public Health Authorities to ensure quick response for testing and isolation/quarantine of symptomatic patients etc.
- xi) Separate quarantine facility may be created in consultation with local Public Health Authorities.
- xii) Mess Supervisors should ensure that all the trainees and mess staff wash their hands properly before entry into the Mess and before entry into the kitchen. Messaging outside the mess, its kitchen and the toilets about 'Dos and Don'ts' must be ensured.
- xiii) Everything prepared in the mess must be cooked properly and raw salad and uncut fruit avoided for the time being. Linen should be changed frequently. The Trainees may be advised not to share the glass for drinking water and use only their respective water bottles for drinking water. Trainees may be advised not to use outside eateries as a preventive measure.
- xiv) Common contact places including class rooms, hostels, mess, guest houses, vehicles/buses etc to be disinfected frequently. Dustbins may be placed in front of all the washrooms. Doorknobs of class rooms, toilets, hostel doors, canteen and all common facilities to be disinfected regularly.

- xv) All faculty members and staff members may be advised to take care of their own health as well as of their friends and family and look out for symptoms such as respiratory problems, fever, discomfort etc. In case anyone feels unwell and shows flu-like symptoms, should inform the Training Coordinator/designated faculty immediately and report to the Medical Centre of the training institutes.
- xvi) All staff & faculty at higher risks such as elderly employees, pregnant employees, employees with poor medical conditions and employees suffering from major chronic ailments may be advised to take proper care.
- xvii) Frequent hand washing with soap, water and alcohol-based hand rub, should be encouraged. Covering of nose and mouth while sneezing and coughing, throwing of used tissues in close bins immediately after use. Keeping a safe distance from persons during interaction, especially with those having flu-like symptoms, sneezing in the inner side of the one's elbow and not coughing into the palms of one's hand, regular check of temperature and respiratory systems, consultation with the doctor in the event of one's feeling unwell, wearing of mask and covering of mouth and nose while visiting a doctor and avoidance of social gatherings, must be strongly advised to every faculty member and staff member. Staff & faculty should also be advised not to spit in the public, travel unnecessarily, participate in the large gathering, spending time in the canteens unnecessarily, visit gyms, clubs and crowded places.
- xviii) The Health Advisories issued by the Ministry of Health and Family Welfare should be referred to and followed scrupulously.
- xix) Action taken in this regard may be intimated to this Department regularly.



(Biswajit Banerjee)

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To

1. All Central Training Institutes, CCAs
2. All Attached offices/Autonomous bodies under DOPT.
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Dir., NIC, DoP&T