

संघ प्रदेश दादरा एवम नगर हवेली और दमन एवम दीव प्रशासन/
U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN &
DIU,

आपदा प्रबंधन प्रकोष्ठ, दीव/ DISASTER MANAGEMENT CELL, DIU
समाहर्ता का कार्यालय, दीव/ OFFICE OF THE COLLECTOR, DIU.-362520

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No. COL/DIU/DIS/DM-2005/2019-20/2043

Dated:-21/03/2020

ORDER

In view of emerging situation in the country and considering the importance of preventing the spread of Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Govt. Offices in Diu District. In this regards, it has been decided to issue the following directions in public interest.

All the **Head of Offices** are advised to take all necessary measures such as:

1. All the Government Offices in Diu District shall ensure only one entry and exit gate and the other gates shall be closed immediately.
2. **At designated entry one MTS/Staff member with mask and gloves should be deployed, who will ensure sanitizing the hands of the persons entering the office with sanitizer or hand wash with soap.**
3. It will be mandatory to carry out symptomatic screening of the person entering the office premises and if any person found to have flu-like symptoms, it shall be reported to Health Officer immediately.
4. To discourage to the maximum extent, entry of visitors in the office premises. Public shall be allowed regarding urgent work & should be only allowed entry after being properly screened.
5. To ensure proper cleaning and frequent sanitization of the work place, particularly of the frequently touched surfaces. The cleaning staff/MTS of the Govt. offices shall be directed to sanitize the premises on regular basis.



6. Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of peoples unless necessary.
7. Avoid non-essential travel.
8. Avoid sending files and documents physically to other offices, to the extent possible.
9. To facilitate delivery and receipt of dak as the entry point itself of the office building, as far as practicable.
10. To ensure regular supply of hand sanitisers, soap and running water in the washrooms.
11. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officer.
12. Advice all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions.

HS
21/3/2020
(HARMINDER SINGH)

SUB-DIVISIONAL MAGISTRATE,
DIU

To,
The concerned Officers/ Officials.

Copy to

1. The Hon'ble Collector, Diu, Collectorate, Diu.
2. The Superintendent of Police, Diu, Fudam, Diu.