

**Sub:-** Irrigation & CAD- Disaster Management Act 2005 COVID-19- preventive measures to be taken up to contain the spread of Novel Corona virus – Instructions issued- Regarding.

**Read:-** 1. Office Memorandum- Minister of personal, Public grievances and Pensions (Department of Personal and Training) Government of India. F.No. 11013/9/2014-Estt. A.III dt: 16-03-2020/17-03-2020.  
2. G.O. Rt. No. 4, Revenue (Disaster Management –II) Department, Government of Telangana dt: 14-03-2020

-o0o-

In order to contain the spread of Novel Corona virus (COVID-19), some precautionary measures are required to be taken by all the employees of the department. In this regard the following instructions are hereby issued for the well-being of Government employees and in public interest.

All the employees of Irrigation & CAD department, Government of Telangana are advised to take all necessary measures such as:

1. Mandatory placing of hand sanitizers at the entry of the building.
2. 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 also be allowed.
3. Avoid non-essential official travel.
4. Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
5. Facilitate delivery and receipt of post at the entry point itself of the office building, as far as practicable.
6. Close all recreation centers/creches located in Government buildings.
7. Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
8. Ensure regular supply of hand sanitizers, soap and running water in the wash rooms.
9. 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 officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: [mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf](http://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf)

10. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.

11. Advise all employees who are at higher risk i.e. older employees, pregnant employees to take extra precautions.

An indicative list of DO's and Don't's is also annexed for wide dissemination.

All the Unit Offices/Circle Offices/Division Offices are requested to ensure that the above instructions issued are to be followed scrupulously.

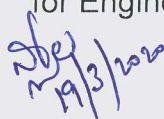
Encl: Annexure

Sd/- B. Nagendra Rao, dt: 19-03-2020  
Engineer-in-Chief(Admn Wing)  
Irrigation & CAD Department

To,

All Unit Offices/Circle Offices/Division Offices

Copy to the Deputy Executive Engineer (Computers) for information and requested to place in Irrigation Website.

  
19.03.2020  
for Engineer-in-Chief(A.W)  
  
19/3/2020

