



Ref.No.NB.HRMD.PPD./ C-11 /Welfare (Misc.)/2019-20

Circular No. 66/ PPD - 11 /2020

18 March 2020

1. The Chief General Manager/General Manager/Officer-in-Charge/
National Bank for Agriculture and Rural Development
All Regional Office/All Head Office Department, Mumbai
2. The Principal / Director/Joint Director
National Bank for Agriculture and Rural Development
All Training Establishments

Dear Sir/Madam

Novel Corona Virus (COVID-19)-Additional Preventive Measures

Please refer to HO Circulars No. NB. HRMD.PPD./ C- 09 / Welfare (Misc)/ 2019-20 (Circular No. 59/PPD-09/2020) dated 06 March 2020 and NB.HRMD.PPD/C-10/Welfare (Misc)/2019-20 (Circular No.60/PPD-10/2020) dated 12 March 2020 advising ROs/TEs/HODs on preventive measures/integrated response for being in preparedness against the impending threat of Corona Virus.

2. In continuation of the above, ROs/TEs/HODs may take up following measures to avoid getting infected from COVID-19:

- a) Advise all employees 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.
- b) Advise all employees who are higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions.
- c) Ensure that an employee, who has recently visited any foreign country for official or personal purpose, is sent on 14 days of admissible leave and gets himself / herself tested for COVID-19 (SWAB test) from a facility approved for the purpose, before resuming duties. If the test shows positive results, he / she may be quarantined for as long as necessary, by sanction of permissible quarantine leave (SCL) as per existing Rules / instructions.
- d) Ensure that an employee exhibiting symptoms similar to those of COVID-19 is advised to go for self-quarantine by availing admissible leave and gets himself / herself tested for COVID-19 from a facility approved for the purpose. In case, the test shows positive results, permissible quarantine leave (SCL) may be sanctioned to the employee for as long as necessary.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मानव संसाधन प्रबंध विभाग - कार्मिक नीति अनुभाग

प्लॉट क्र सी-24, 'जी' ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 2653 9853 • फ़ैक्स: +91 22 2653 0093 • ई मेल:hrmd.ppd@nabard.org

Human Resources Management Department – Personnel Policy Division

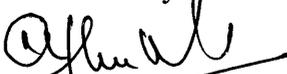
Plot No. C-24, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 • Tel.: +91 22 2653 9853 • Fax: +91 22 2653 0092 • E-mail: hrmd.ppd@nabard.org

- e) The power to sanction SCL lies with Head Office.
- f) Employees may be advised to avoid intermingling during office hours to the extent feasible. Also, social distancing may be maintained to avoid infection. Further, events such as talks, seminars, etc. where large gatherings are expected shall not be organised. DDMS may be advised to attend only those meetings which are urgent/important in nature.
- g) Ensure that lunch timings of the staff may be staggered in a manner to avoid large gatherings in lounge/canteen. Tea / Coffee vending machines to be operated only by the designated lounge boys on each floor (in case applicable). Lounge / Canteen boys to be sensitised about Dos and Don'ts regularly.
- h) Mandatory placing of hand sanitizers at the entry point of the office building may be ensured.
- i) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- j) To the extent possible, it may be ensured that delivery of all goods, etc. to be taken at the gates of the colonies to prevent entry of the outsiders in the colonies.
- k) Close all gyms/ recreation centres located in office buildings / quarters.
- l) Ensure regular and proper cleaning and frequent sanitization of the office spaces, dispensary, lounge/canteen, lifts, etc., and these areas should be properly disinfected using good quality disinfectant cleaner. The frequently touched surfaces like door knobs, door handles, switches, etc., may be regularly cleaned and disinfected. The usage of disinfectants may also be increased.
- m) The updated set of Dos and Don'ts issued by GoI is enclosed. It may be suitably placed at all prominent places in office premises and staff quarters. Further, the local addresses of the Government notified clinics / hospitals for sample testing and hospitals for taking treatment may also be prominently displayed. In case, any positive case of COVID-19 is detected, the same may be immediately reported to the concerned authorities as well as HRMD, HO.
- n) Ensure that dispensary attached to ROs/TEs /HO/Staff Quarters stock adequate quantity of face masks as well as sanitizers. Facemasks can be given to employees on recommendation of BMO.
- o) CGMs/OICs at ROs/TEs may take a call on attending meetings convened by stakeholders/other institutions depending on its importance/criticality.
- p) In addition to the above, CGMs/OICs at ROs/TEs may take decisions based on local needs and emergent situations.

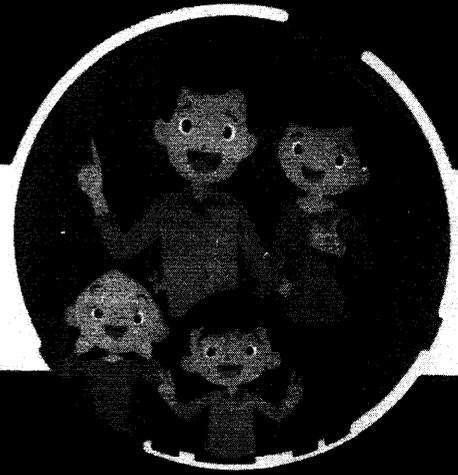
3. These measures will remain in force till further orders.

4. A copy of the circular is uploaded in NABNET.

Yours faithfully


(Arun Shukla)
Chief General Manager
Encl: 01 sheet

NOVEL CORONAVIRUS (COVID-19)



Protect yourself and others!

Follow these Do's and Don'ts

Do's



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



Don'ts

Spit in public

Together we can fight Coronavirus

For further information

Call at Ministry of Health, Govt. of India's 24X7 control room number

011-2397 8046

Email at gov247@gmail.com