

Ref. No. NB. HRMD.PPD./ C-09/Welfare (Misc)/ 2019-20

Circular No. 59 /PPD - 09 /2020

06 March 2020

- 1) The Chief General Manager/General Manager/Officer-in-Charge
National Bank for Agriculture and Rural Development
All Regional Offices/
All Head Office Departments, 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) - Preventive Measures

As we all are aware, the Novel Corona Virus (COVID-19) has spread to many countries, including India.

2. In view of the above, it has been decided to take the following preventive measures:
 - a. Bring to the notice of all employees, the documents on Dos and Don'ts and basic protective measures as also Advisory for all issued by Government of India (Copies posted on Nabnet on 04.03.2020). These instructions are issued to bring awareness among employees and there is no reason to panic.
 - b. Prepare the documents in vernacular language for the purpose of displaying in the premises.
 - c. To keep bottles of recommended alcohol-based sanitiser at suitable locations (preferably at the entry point) in the premises (For Mumbai, DPSP, HO would be making necessary arrangements). The dispensaries attached to Offices /colonies should be advised to keep sufficient stock of medicines such as paracetamols, which are needed for treatment of symptoms of flu-like infections. Some quantity of face masks may also be stocked and given to employees with cold-cough, etc.
 - d. To advise employees to postpone non-essential travel visits outside India. Domestic travel may also be restricted to essential ones.
 - e. All meetings requiring travel even within the country, may also be held as far as possible through video conference.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

मानव संसाधन प्रबंध विभाग - कार्मिक नीति अनुभाग

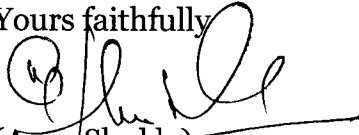
प्लॉट क्र सी-24, 'जी' ब्लॉक, बान्द्रा-कुर्ला कॉम्प्लेक्स, बान्द्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 2653 9853 • फ़ैक्स: +91 22 2653 0093 • ई मेल: hrmd.ppd@nabard.org

Human Resources Management Department – Personnel Policy Division

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- f. To keep a watch on employees who have visited places abroad recently (after December 2019) and showing symptoms like those of COVID-19 should go for self-quarantine, consult a doctor and resume only after medical clearance.
 - g. These measures may be observed till end of April 2020 or further instructions, whichever is earlier.
3. A copy of this circular is uploaded on Nabnet.

Yours faithfully



(Arun Shukla)
Chief General Manager