

TIME BOUND
OUT IMMEDIATE

OFFICE OF THE STATE NODAL WELFARE OFFICER
DELHI JAL BOARD, GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI

No. DJB/COVID-19)/2020/O.O. No. /3

Dated: 03.05.2020

ORDER NO.2

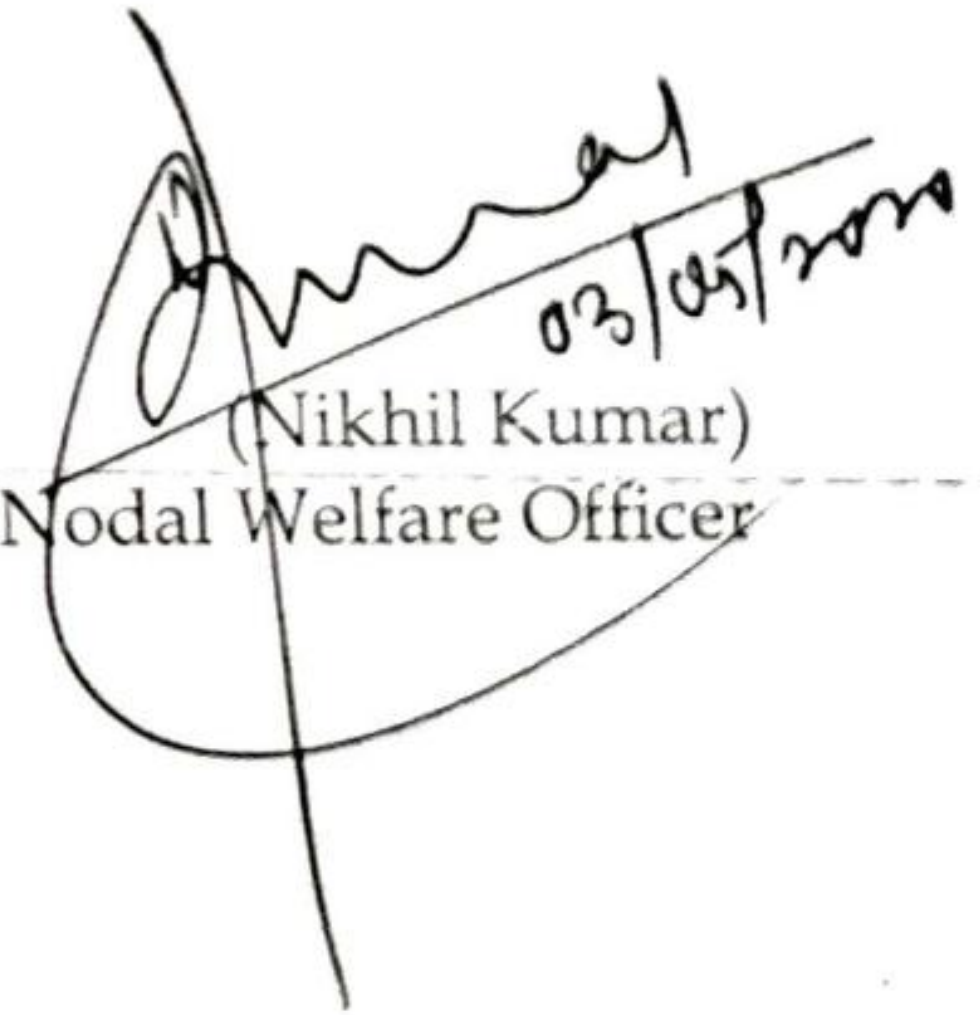
Sub: Providing details of officers/officials of GNCT of Delhi and of Autonomous Bodies/Corporations/Local Bodies of GNCT of Delhi found COVID-19 positive in their respective districts on daily basis.

The undersigned has been appointed as State Nodal Welfare Officer vide order No. DDMA/COVID-19/2020/126, dated 2.5.2020 by the Chairperson, State Executive Committee, GNCT of Delhi/Chief Secretary, Delhi.

All the District Magistrates of GNCT of Delhi are directed to provide details of officers/officials of GNCT of Delhi and of Autonomous Bodies/Corporations/Local Bodies of GNCT of Delhi, found COVID-19 positive of your respective districts on daily basis to the undersigned, in the format enclosed on the email ID: statenodalwelfareofficer.delhi@gmail.com.

You are also directed to designate a Nodal Officer, with his contact details, of your district to liaise with the Staff Welfare Cell set-up vide Order No.1 03/05/2020 (copy enclosed).

This may kindly be acceded Top Priority


(Nikhil Kumar)
State Nodal Welfare Officer

Encl.: As above

To,
All the District Magistrates, GNCT of Delhi

Copy for information to:-

- 1) The Chief Secretary, Delhi/Chairperson, State Executive Committee, GNCT of Delhi.
- 2) Divisional Commissioner
- 3) Incharge Staff Welfare Cell

Districtwise daily information to be submitted by District Magistrates, Delhi regarding COVID-19 positive officers/officials of Govt. of NCT of Delhi, Autonomous Bodies, Corporations and Local Bodies

DISTRICT:

Date:

Sr. No.	Date	Name of Employee	Designation	Department	Residential Address	Contact No.	Name/Relation/Contact number of the family member to be contacted	Whether quarantine at home or at COVID-19 quarantine center as per protocol	Date Since Quarantine	Total no. of family members quarantined & details	Whether the infected employee or his family member has access to supply of essential	Remarks

OFFICE OF THE STATE NODAL WELFARE OFFICER
DELHI JAL BOARD, GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI

No. DJB/COVID-19)/2020/O.O. No./2

Dated: 03.05.2020

ORDER-1

A) In pursuance to Order No. DDMA/COVID-19/2020/126, dated 2.5.2020 of the Chairperson, State Executive Committee, GNCT of Delhi/Chief Secretary, Delhi, appointing the undersigned as State Nodal Welfare Officer, and towards achieving the stated mandate to provide all necessary help/assistance (including welfare & proper medical treatment) to COVID-19 positive officers/officials of Government of NCT of Delhi, Autonomous Bodies, Corporations and Local Bodies and other related directions as per the said Order, the undersigned, hereby, constitutes the **Staff Welfare Cell (SWC)**, comprising of the following officers:-

- | | |
|---|------------------------------------|
| 1. Sh. Mukesh Prasad, | Member (Admin), DJB In- Charge SWC |
| 2. Sh. S. M. Ali, | Special Secretary (Health) GNCTD |
| 3. Sh. Bansh Raj, | Director (F&A) DJB |
| 4. Sh. Paras Ram, | Director (Admin) DJB |
| 5. Sh. Vilas Rampal, | Asstt. Commissioner, Convener DJB |
| 6. Ms. Alka Sharma, | Asstt. Commissioner DJB |
| 7. Sh. Sandeep Gulati | Asstt. Commissioner DJB |
| 8. Sh. Sunil K. Singh | SE (EDP) DJB |
| 9. Sh. Naresh Kumar | Joint Director (Revenue) DJB |
| 10. One Nodal Officer for each Department/Corporation/Autonomous Body/Local Body to be nominated by the respective Pr Secretaries/Secretaries/Commissioners/HODs. | |

The SWC shall assist the undersigned and will be responsible for ensuring compliance of the Order of the State Executive Committee (SEC), DDMA, GNCT of Delhi and giving effect to the various directions regarding all necessary facilitation to be provided to the COVID-19 positive officers/officials of Government of NCT of Delhi, Autonomous Bodies, Corporations and Local Bodies as elaborated at Para 6 (a) to (g) of the said Order.

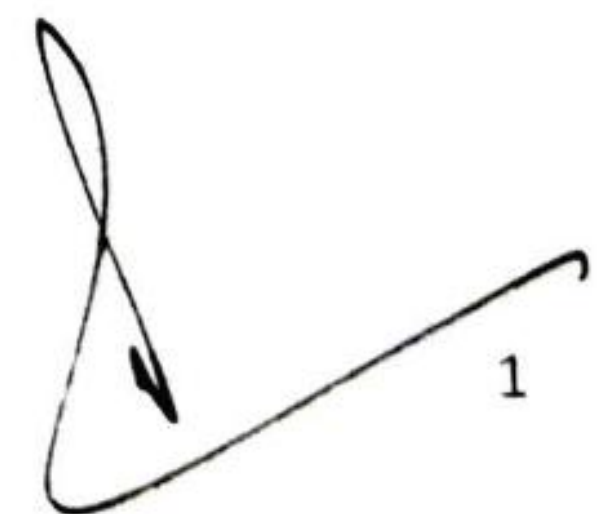
B) A dedicated **24 X 7 Welfare Helpline/Control room** has been set-up for regular interaction with the infected officers/officials, as well as their family members to check on their well being and resolve any issues or problems if any. The 24X7 Helpline will be operation from 04.05.2020

The coordinates of the Welfare Helpline are as follows:

Landline Numbers: 011-23559204, 011-23541813.

Mobile Number: 9650291021.

Email: statenodalwelfareofficer.delhi@gmail.com



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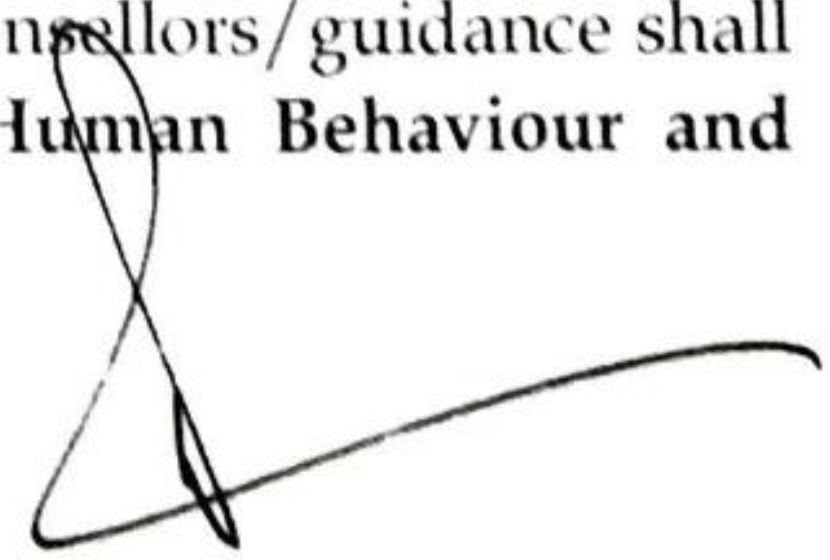
- C) Further, the following Units within the SWC have been constituted with specific duties/responsibilities to the officers and work distribution as follows:

Unit - I

- 1) **Sh. Sunil Kumar Singh, SE - Nodal Officer**
9650291315/*er.sunilsingh@rediffmail.com*
- 2) Sh. Parveen James, EDP Cell
 - i) Operation, management and functioning of the dedicated 24 x 7 Helpline.
 - ii) Proper documentation, systematic record-keeping and information flow/dissemination and communication from the Helpline.
 - iii) All other related works like regular/prompt email communication, creation of official Whatsapp group for better coordination, monitoring etc.
 - iv) Proper training, capacity building and guidance of the personnel handling the Helpline in the various guidelines/instructions/directions related to COVID-19 so that they can facilitate the callers effectively and efficiently.
 - v) Preparation of a detailed Checklist/Model Questionnaire for facilitating the officers/officials approaching the Helpline.

Unit - II

- 1) **Sh. Bansh Raj, Director (F&A) - Nodal Officer**
9899995884/ *banshraj@hotmail.com*
- 2) Sh. Vilas Rampal, Assistant Commissioner
- 3) Sh. Sandeep Gulati, Assistant Commissioner
- 4) Er Sandip Kulshreshtha, EE
- 5) Sh. V K Singh, EE
- 6) Sh. Priti Pant, EE
 - i) To maintain district wise and department wise details of COVID-19 affected officers / officials, including follow up action.
 - ii) Ensure to that all contacts of COVID-19 positive cases are quarantined as per protocol.
 - iii) Liaison with identified and earmarked dedicated hospitals and exclusive testing laboratory (which are covered under DGEHS) for testing and treatment/hospitalization of COVID-19 infected/suspected Delhi Govt. officers/officials and their family members on cashless basis and to circulate the list of such hospitals and laboratory to all HODs of Departments/ Autonomous Bodies/Corporations/Local Bodies of GNCT of Delhi to sensitized their officers/officials in this regard.
 - iv) To facilitate need based psychological counselling, moral support and experience sharing with welfare officers/officials and their family members.
 - v) The responsibility for arranging trained psychological counsellors/guidance shall rest with **Dr Nimesh G Desai, Director, Institute of Human Behaviour and Applied Sciences (IBHAS), GNCT of Delhi.**



Unit - III

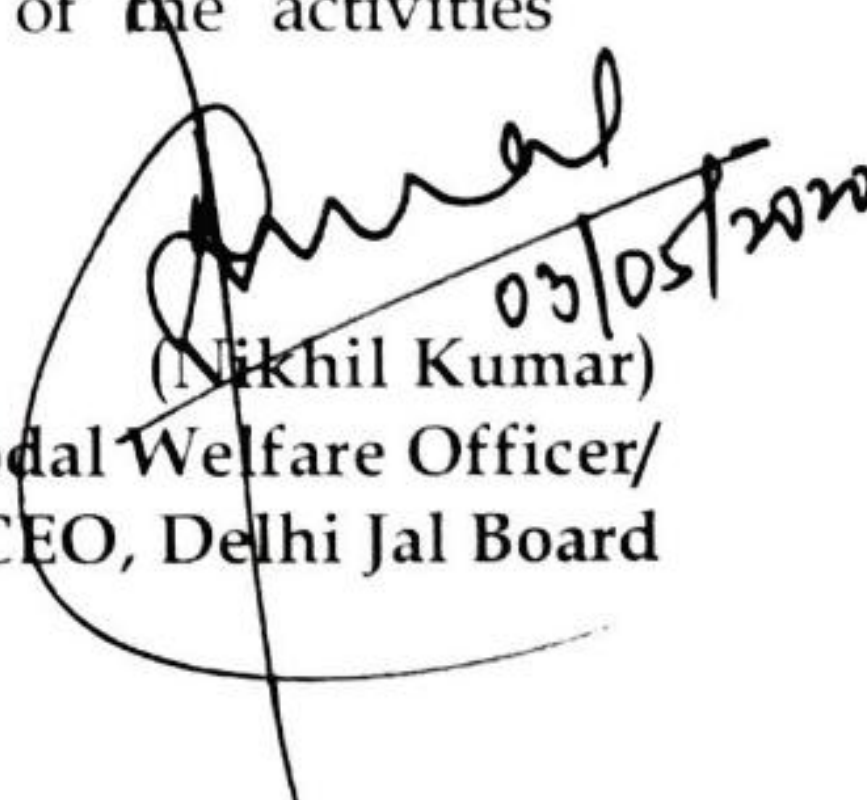
- 1) **Sh. Paras Ram, Director (A&P) - Nodal Officer**
9650291116/ dogra.paras@gmail.com
- 2) Sh. Naresh Kumar, Joint Director (Revenue)
- 3) Smt. Alka Sharma, Assistant Commissioner
- 4) Sh. R. C. Kalia, Assistant Commissioner

- 1) To ensure that the infected employees/families has access to supply of essential goods services/ medicines.
- 2) Regular interaction with infected officers/officials as well as their family members to know the State of Health and the problems if any, everyday and to take all efforts to resolve their problems as far as possible.

D) It is further directed that

- a) The above Units may requisition services / deploy staff to assist by issuing an order in writing in this regard. However, such staff should not be already deployed in essential services.
- b) They may requisition such vehicles of DJB which are not on essential duty or may hire vehicle for official's purpose.

E) Sh. Mukesh Prasad, Member (Admin), DJB shall be the Overall In-charge of the Staff Welfare Cell and shall be responsible for its operation, management and supervision and compliance of the DDMA directives and all extant guidelines, instructions and orders in this regard. Daily reports in respect of the activities undertaken by SWC shall be submitted to the undersigned.


(Nikhil Kumar)
03/05/2020
State Nodal Welfare Officer/
CEO, Delhi Jal Board

To,

All the Above Officers

Copy to:

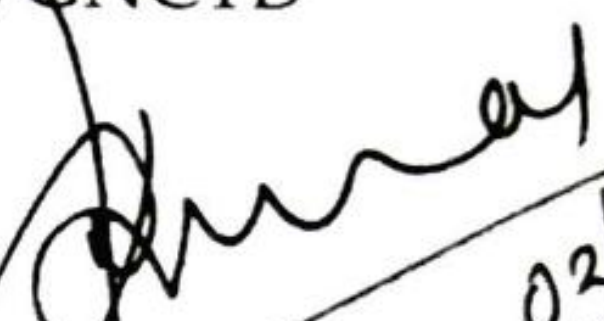
- 1) All Pr Secretaries/Secretaries/Commissioners/HODs of Corporations/
Autonomous Bodies/Local Bodies of GNCT of Delhi : **With a request to
nominate a Nodal Officer for the respective Departments/Corporations/
Bodies/Local Bodies, the details may be conveyed at the Helpline coordinates
above**

Copy for kind information to :-

- 1) Pr. Secretary to Hon'ble Lt. Governor, NCT of Delhi
- 2) Addl. Secretary to Hon'ble Chief Minister, GNCTD

Continued

- 3) Chief Secretary, Delhi/Chairperson, State Executive Committee, GNCTD
- 4) Addl. Chief Secretary (Home), GNCTD
- 5) Guard File


03/05/2020.
State Nodal Welfare Officer/
CEO, Delhi Jal Board