

**DELHI URBAN SHELTER IMPROVEMENT BOARD**  
**PUNERVAS BHAWAN, I.P. ESTATE,**  
**NEW DELHI-110002**  
**(Administration Branch)**

No. GA/1076/08/Admin./2920/D-76

Date: 04.05.2020

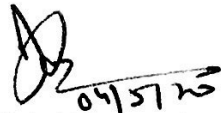
**OFFICE ORDER**

Whereas, the DDMA, Govt. of NCT of Delhi has issued order No F/02/07/2020/S.I/130 dated 03/05/2020 subsequent to Ministry of Home Affairs, Govt. of India Order No. 40-3/2020-DM-I(A) dated 01/05/2020 vide which the lockdown has been extended for a further period of two weeks w.e.f. 04/05/2020 and has issued new guidelines on lockdown measures as annexed to the said order for strict implementation.

2. And whereas vide said order of DDMA all the Govt. offices of GNCT of Delhi /Autonomous Bodies / PSUs / Corporations / Local Bodies shall function w.e.f. 04/05/2020 with the conditions mentioned therein.

3. Now, therefore, in view of the above referred orders of the Govt. of NCT of Delhi, the following directions are issued:

- i. All the offices of DUSIB shall function w.e.f. 04.05.2020.
  - ii. All the officers of the level of Assistant Director/equivalent and above shall attend the office duties.
  - iii. The remaining staff will attend office duties upto 33% as per the requirement to be assessed and ordered by concerned Director/Supdtt. Engineer/B&FO of the concerned section, in such a way that functioning of offices remains smooth and all the staff members attend office on weekly rotation basis.
  - iv. However staff of all essential services such as Night Shelter, JSC, Maintenance Services, Quarantine Centers shall attend office duties in 100% strength.
  - v. All officers/officials deployed in the COVID-19 duties at DDMA/DM offices shall continue to attend such duties without any break. However, they shall attend the duties at DUSIB immediately on relieving from the duties of DDMA/DM offices.
4. All officers/officials are directed to ensure strict compliance of the National Directives for COVID-19 management issued by the MHA, Govt. of India as enclosed with this order.
5. This issue with the approval of the Competent Authority.

  
(Abdul Dayyan)  
DIRECTOR (Admn.)

**Copy to:**

- i. CEO, DDMA, 7<sup>th</sup>, Floor, Delhi Secretariat, Delhi
- ii. PS to CEO, DUSIB.
- iii. PA to Member (Admn), DUSIB.
- iv. CE I, CE II, CE Elect.
- v. FA, DUSIB, All Directors for circulation in their branches
- vi. All SE's/All Ex. Engineers, DUSIB for circulation
- vii. Office copy/Guard file.

**National Directives for COVID-19 Management**

**PUBLIC PLACES**

1. Wearing of face cover is compulsory in all public places.
2. All persons in charge of public places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization/ manager of public place shall allow gathering of 5 or more persons.
4. Marriages related gatherings shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
5. Funeral/ last rites related gatherings shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
6. Spitting in public places shall be punishable with fine, as may be prescribed by the State/ UT local authority.
7. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
8. Shops selling liquor, *paan*, *gutka*, tobacco etc. will ensure minimum six feet distance (*2 gaz ki doori*) from each other, and also ensure that not more than 5 persons are present at one time at the shop.

**WORK PLACES**

9. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
10. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
11. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
12. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizer shall be made available in the work places.
13. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
14. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
15. Use of *Arogya Setu* app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
16. Large physical meetings to be avoided.
17. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.

E/C

18. Arrangements for transport facilities shall be ensured with social distancing, wherever personal/ public transport is not feasible.
  19. Intensive communication and training on good hygiene practices shall be taken up.
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