



GOVT. OF NCT OF DELHI
OFFICE OF THE ADDL. DISTRICT MAGISTRATE
EAST DISTRICT, L.M. BUNDH, SHASTRI NAGAR, DELHI-110031.
TEL. NO.: 011-21210862, Fax: 011-21210848, dceast@nic.in

F.DEO(EAST)/MISC/2(18)/2020/ 1698-1704

Dated: 06/05/2020

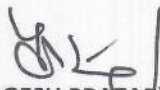
ORDER

In Compliance of Principal Secretary Social Welfare, GNCT of Delhi , order in the meeting dated 5/5/2020, the persons who are stranded in 5 Night shelters of the District East are to be screened to send them to Madhya Pradesh after the clearance from Medical Officers which will be submitted to the Incident Commanders /SDMs .

The CDMO (East) is advised to ensure that the laid down SOP is followed in this regard in respect of 99 persons who are stranded in 5 night shelters namesly SKV/SBV Kondli, SKV/GBSSS New Ashok Nagar, Govt. Co-Ed SSS IP Extn. Delhi, SBV/SKV Gazipur, SBV/SKV Rani Garden and wishes to return to Madhya Pradesh. The medical teams are doing the regular medical screening of the inmates of shelter homes.

The Incident Commanders of three sub-division of District East are directed to ensure the screening of all inmates belonging to M.P. and provide a certificate to the SDM(Election)/Nodal Officer by 12 NOON on 7/5/2020 that the medical officers provided the necessary certificate about the persons belonging to Madhya Pradesh . The SDMs should also provide all logistic support to the medical teams and movement of inmates from Madhya Pradesh.

This is issued with the prior approval of Chairman, DDMA(East) / District Magistrate(East).


(YOGESH PRATAP)
CEO, DDMA (East)/
Addl. District Magistrate (East)

Encls: as above.

All SDMs of Preet Vihar/Mayur Vihar/Gandhi Nagar

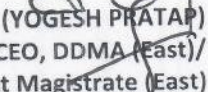
The CDMO(East), Surajmal Vihar, Delhi. – with the request to direct the medical officers to provide the certificate in enclosed proforma

.DEO(EAST)/MISC/2(18)/2020/ 1698-1704

Dated: 06/05/2020

Copy to:-

1. PS to Pr. Secretary, Social Welfare, GNCT of Delhi.
2. PA to DM (East)
3. Guard file


(YOGESH PRATAP)
CEO, DDMA (East)/
Addl. District Magistrate (East)

Govt. of NCT of Delhi
Office of the State Nodal Officer /Pr. Secretary (Social Welfare)
GLNS Complex, Delhi Gate, Delhi-110002.

Dated :06.05.2020

Standard Operating Protocol For The Arrangements For Dispatch of Passengers through Shramik Special Trains by District Administration:

1. Booking of tickets, collection and distribution:

- a. The proposal for booking the Shramik Special train will be sent by the State Nodal Officer to the Nodal Officer of the Indian railways, with all requisite clearances/consents as per the procedure prescribed.
- b. The tickets for all the passengers shall be collected from the Nodal Officer Railways by the ADM of the Nodal District, in whose jurisdiction the departure Railway Station is situated.
- c. ADM Nodal District shall distribute the tickets to the ADMs of the various districts as per the number of passengers originating district-wise. This shall be done well in advance to ensure sufficient time for preparations at the district level.
- d. The ADMs of each district shall make arrangements for further distribution of tickets to the passengers as follows:
 - i. Since the passengers are stationed in various Shelter Homes/relief camps and other locations, a location in-charge/Centre In-charge shall be designated.
 - ii. The tickets for passengers of a particular centre/location shall be given to the Centre In-charge at least one day prior to the date of departure.
 - iii. The tickets to the passengers shall be distributed by the Centre In-charge at the time of boarding the designated buses by the passengers at the time of departure from the centres/locations **ON THE DAY OF DEPARTURE OF THE SHRAMIK SPECIAL TRAIN**. Under no circumstance, the tickets should be handed over to any passenger prior to his/her boarding the designated buses for movement to the railway station.
- e. The DM shall supervise and ensure smooth distribution of tickets in their respective districts.

2. Dispatch arrangements from Districts to Railway Station:

- a. Since passengers are housed at various locations/Relief Camps/Shelters etc, it is important that adequate number of buses are arranged as per the total number of passengers travelling from each location. It is imperative that



extant guidelines and directions of NDMA/DMA regarding social distancing, dis-infection etc are observed strictly.

- b. As per extant instructions, all passengers must be screened as per guidelines and only asymptomatic persons be allowed to travel. Hence, advance arrangements for screening of all the identified persons in very location must be done and screening carried out. It must be ensured that screening exercise is completed atleast one day prior to the day of train departure. All persons screened and declared fit for travel, must be given Certificate in the prescribed Format.
- c. The buses should be mapped properly with the location of the passengers. Each bus should be given a particular number and mapped with a single or multiple location well in advance and route finalized.
- d. Each bus should have a Bus In-charge who shall travel with the bus from the commencement of the journey to the departure of passengers at the railway Station.
- e. The Bus In-charge shall be given the list of location and passengers travelling by the particular bus. He shall coordinate with each Centre In-Charge and ensure that the passengers as per the manifest board the bus at each location. It must be ensured that all passengers carry their Train Ticket and Screening Certificate before they are allowed to board the bus.
- f. The arrangement of Lunch Packets and 2-3 water bottles for each passenger shall be made well in advance by the ADM concerned. These items can be distributed in the bus itself.
- g. CMD, DTC will provide requisite number of buses with respective Depot Managers for route planning and transporting these migrants labours from shelter homes to designated railway stations. (Action by : CMD, DTC)

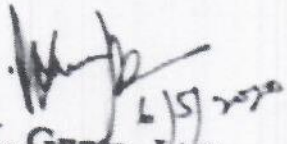
3. Arrangement at the Railway station:

- a. The overall responsibility of making smooth, systematic and orderly arrangements at the Railway Station shall rest with the DISTRICT MAGISTRATE (DM) of the District in whose jurisdiction the railway Station is situated. The ADM of this district shall be the Nodal ADM to coordinate the arrangements at the Railway Station with the Railway Nodal Officer/Officials.
- b. The details of the number of passengers travelling, the district-wise break-up, the number of buses arriving from each district, the tentative time of arrival etc shall be obtained well in advance by the Nodal ADM. It shall be the responsibility of the ADM of each district to submit their dispatch plans to the Nodal ADM at least one day prior to the train departure.
- c. The boarding process is likely to take 2-3 hours due to the observance of precautions/guidelines like social distancing etc. As such, the arrival of the

buses can be scheduled by the Nodal ADM in a staggered manner atleast 3-4 hours prior to the train departure, in consultation with the Railway Nodal Officer.

- d. The entry and alighting points of the buses should be clearly earmarked and notified to each district after consultation with the Railway Nodal Officer and inspection of the Railway Station area. Attempt should be made to create separate arrival points for different district to avoid crowding and confusion.
- e. District-wise arrival points should be clearly marked with large sized banners/standees etc for ease of identification by the arriving buses.
- f. A Help Desk shall be set up at each Arrival Point, manned at an officer not below the rank of an SDM/Tehsildar for hand-holding with the Bus In-charge and further facilitation of queuing, movement and entry into the railway Station. The modalities must be worked out well in advance in consultation with the Railway Nodal Officer and his team.
- g. Arrangements of social distancing and other extant guidelines/directions of NDMA/DDMA and other statutory authorities shall be made and all directions strictly enforced.
- h. Advance meeting with the DCP of the District must be held to ensure that no other vehicle, except the arriving designated buses and authorized official vehicles are allowed entry within one km radius of the Railway station. Further, no movement of people in the area towards the Railway Station must be permitted by erecting check-posts, barricades etc to prevent any kind of crowding at/near the Railway station.
- i. The Nodal ADM shall remain present at the Railway Station along with his team and designated officers/officials to supervise and coordinate the smooth and efficient arrival, movement, dispatch of the traveling passengers.
- j. Nodal officer, Delhi Police will ensure that Security will be provided starting from the shelter homes, DTC buses carrying the passengers and at designated railway stations in coordination with the respective Nodal ADMS. (Action by: **Sh. Muktesh Chander, Special Commissioner, Delhi Police**)

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(P.K. Gupta, IAS)
State Nodal Officer for Delhi

CERTIFICATE

The screening of _____ s/o/d/o w/o _____
Sex-M/F, Age-_____ Years r/o Shelter home at Govt. Co-Ed SSS IP Extn. Delhi has been done on
_____ (date) as per procedure and found fit to travel as per prevailing guidelines and
directions to undertake journey from Delhi to Madhya Pradesh.

Date :-

Signature

Name of Medical Officer

Office of CDMO (East)

Stamp

Mob No. :

CERTIFICATE

The screening of _____ s/o/d/o w/o _____

Sex-M/F, Age-_____ Years r/o Shelter home at Govt SBV/SKV Kondli Delhi has been done on _____(date) as per procedure and found fit to travel as per prevailing guidelines and directions to undertake journey from Delhi to Madhya Pradesh.

Date :-

Signature

Name of Medical Officer

Office of CDMO(East)

Stamp

Mob No. :

CERTIFICATE

The screening of _____ s/o/d/o w/o _____

Sex-M/F, Age-_____ Years r/o Shelter home at GBSSS/SKV New Ashok Nagar Delhi has been done on _____(date) as per procedure and found fit to travel as per prevailing guidelines and directions to undertake journey from Delhi to Madhya Pradesh.

Date :-

Signature

Name of Medical Officer

Office of CDMO(East)

Stamp

Mob No. :

CERTIFICATE

The screening of _____,s/o/d/o w/o _____
Sex-M/F, Age-_____ Years r/o Shelter home at SBV/SKV Rani Garden . Delhi has been done on
_____(date) as per procedure and found fit to travel as per prevailing guidelines and
directions to undertake journey from Delhi to Madhya Pradesh.

Date :-

Signature

Name of Medical Officer

Office of CDMO(East)

Stamp

Mob No. :

CERTIFICATE

The screening of _____ s/o/d/o w/o _____

Sex-M/F, Age-_____Years r/o Shelter home at SKV/SBV Gazipur. Delhi has been done on _____ (date) as per procedure and found fit to travel as per prevailing guidelines and directions to undertake journey from Delhi to Madhya Pradesh.

Date :-

Signature

Name of Medical Officer

Office of CDMO(East)

Stamp

Mob No. :