

DELHI URBAN SHLER IMPROVEMENT BOARD.
OFFICE OF THE BUDGET & FINANCE OFFICER

NO:BF/2313/96/03/57/Misc/(DOP)/AO(Hq)/D-73

Dt: 14-05.2020

OFFICE ORDER

Whereas, Chief Secretary, Delhi/ Chairperson, State Executive Committee, DDMA, Govt. of NCT of Delhi vide Order dt. No.F./02/07/20/20/S.I/130 dt. 03.05.2020 subsequent to the Ministry of Home Affairs, Govt. of India order No.40-3/2020-DM-I(A) dt. 01/05/2020 vide which the lockdown period has been extended for a further period of two weeks w.e.f. 04.05.2020 to 17.5.2020 and issued new guidelines for lockdown measures as Annexure-I to the said order for its compliance. Chief Secretary, Delhi/ Chairperson, DDMA has further directed that all Govt. Offices of NCT of Delhi/ Autonomous Bodies/ PSUs/ Corporation/ Local Bodies shall function with officers of the level of Grade-I/ equivalent and above to the extent of 100% strength and remaining staff shall attend up to 33% as per the requirement to be assessed by HoDs concerned. Subsequent to these orders, Director (Admn.) vide office order dt. 04.05.2020 has also issued similar directions. In view of these orders, following directions are hereby issued:

1. All DCAs/ AOs/ ACAs/AAOs/ Consultants 100% must attend office on regular / daily basis and remaining 33% staff as per requirement, (as per detail Annexure-II) will attend office immediately.
2. All remaining staff must be available on Mobile Phone and shall work from home besides shall attend office as and when called.
3. All the files received in the Finance/ Division/ Circle should be examined in Accounts by AAOs/ AOs on daily basis onwards as per SOP already issued.
4. All pending files in each branch be examined immediately and put up through proper channel without fail.
5. Four files of fresh tender of Toilet complexes received in Finance needs to be examined immediately and put up by Monday positively.
6. All AOs/ AAOs are directed to prepare and submit monthly account of March 2020 & April 2020 after making all transfer entries within four days. They are also directed to reconcile and submit Utilization Certificate (UC) in respect of Plan Schemes & Non Plan fund alongwith PLA Statement to concerned AO/ AAO by 12.05.2020 positively.
7. All the Officers/ Officials are directed to ensure strict compliance of aforesaid order and directions issued by MHA for management of COVID-19, as enclosed as Annex-I with this order .
8. This issues with the prior approval of Competent Authority.

Encl : As above

Copy to :

1. P.S to CEO, DUSIB for information please.
2. PS to Member(Admn.), DUSIB
3. CE-I, CE-II, CE(Elect.)
4. FA, DUSIB, All Directors
5. All SEs/ All Executive Engineers, DUSIB
6. All DCAs/ ACAs/ AOs/ AAOs/ACAs/FOs/Consultants
7. DD(I.T)-I ; with the directions to put this order on DUSIB Web-site.
8. Office Copy

K. S. Jaiswal
14.5.20
Budget & Finance Officer

Anexxure-II

S.No	Name S/Sh.	Designation	Age	Mobile No.	Days
1.	Shakuntala	HC	57	9911082432	Monday, Thursday
2.	Attar Chand	UDC	42	8383031479	Monday, Wed, Friday
3	Poonam	UDC	42	9873803081	Tuesday, Friday
4.	Deepak	LDC	35	9910898552	Monday, Thursday
5.	Anil Rehani	UDC	51	9911401709	Monday, Wed, Friday
6.	Pooja	DEO	35	9250475734	Monday, Friday
7	Raju Meena	UDC	38	7678485630	Tuesday, Friday
8.	Mahendra	LDC	59	8882632192	Monday, Wednesday, Friday
9	Daneshwari	UDC	42	9971947933	Tuesday, Friday
10.	Vikas	DEO	25	9811974913	Tuesday, Friday
11.	Neeta Gupta	UDC	55	7838151104	Tuesday, Friday
12.	Rohtash Malik	UDC	52	8851535858	Monday, Wednesday
13.	Hitender	LDC	37	7982518761	Tuesday, Friday
14.	B.C. Arya	UDC	54	9910436078	Monday, Wednesday, Friday
15.	Yashpal	LDC	54	9871566338	Monday, Friday
16.	Gurbeer Singh	Peon	55	9899492189	Monday, Wednesday, Friday
17.	Manbar	Peon	55	9968269950	Tuesday, Thursday
18	Rajiv Kumar	LDC	45	9718138594	Tuesday, Friday
19	Veena Sharma	UDC	51	9899332932	Monday, Thursday
20.	Alok	UDC	56	9953766064	Tuesday, Friday
21.	Sapna	UDC	46	9560767191	Monday, Thursday
22.	Raju Kumar	UDC	35	8076444948	Tuesday, Friday
23.	Bhupender	UDC	40	9871478474	Tuesday, Wed, Thursday
24.	Pushpa Kumari	DEO	28	8860419222	Mon. Wed, Friday
25.	Kuppon	Peon	57	9971810890	Tuesday, Friday
26.	Radhe Shyam	Peon	57	9968832312	Mon. Wed, Friday
27.	Dalel Rathi	UDC	50	9555289106	Monday, Thursday
28.	Paras	UDC	45	9711835936	Tuesday, Wed. Friday
29.	Nav Bahar	Peon	40	8527038113	Tuesday, Friday
30.	Narndra Malik	UDC	49	8178843727	Monday, Friday
31.	Ashwani	DEO	35	9555363032	Monday, Thursday
32	Ramesh	LDC	52	9953711392	Tuesday, Friday
33.	Rajiv BFO office	UDC	58	9718138594	Monday, Wednesday Friday
34	Gopal	LDC	57	9717582809	Tuesday, Thursday

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.

E1/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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