



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)  
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F.No.41-15/2020/NIOS/Pers.

Dated:- 27<sup>th</sup> November, 2020

**ADVISORY**

This is with reference to the directions received from Ministry of Home Affairs vide. F. No 40-3/2020-DM-I(A) dated 25<sup>th</sup> November, 2020.

All the staff members working in NIOS are requested to follow the advisory below in letter & spirit:-

1. All areas in the premises including Entrance Gate of building, Offices, Canteen, Meeting room, Conference halls, Equipment and lifts etc. shall be disinfected completely using user friendly disinfectant mediums.
2. Compulsory screening of all persons, visitors etc. irrespective of the status entering the gate or premises with thermal scanner or with an appropriate instrument wherein the body temperature can be checked and recorded.
3. Stoppage of any person found having fever and cough and politely refused entry.
4. Any parcel, courier or food delivery person should be stopped at gate. Parcel or to be delivered items shall be collected from the entry point by the concerned person.
5. Everyone entering into the premises shall be permitted inside only if they are using appropriate masks.
6. Everyone entering the premises shall be sanitized using sanitizers.
7. Use of staircase in place of lift should be encouraged.
8. Strictly ban of gutka, tobacco etc. and spitting in the premises area is strictly prohibited.
9. Hand sanitizers shall be kept ready at the entrances and people after entry sanitize their hands before proceeding to their work places.
10. To minimize possible discussions & interactions, these can be held through hand phone, intercoms and mobile phones.
11. Special attention is to be given to studio interactions where one to one discussions happen. Wearing of masks is a must.
12. Avoid sharing of phones, or talking through someone else's mobile phones.

- NATIONAL INSTITUTE OF OPEN SCHOOLING  
Ministry of Education and Literacy, Government of India
13. Don't shake hands.
  14. Don't touch your eyes, nose and mouth.
  15. Maintain personal hygiene and a safe distance (**2 gaz ki doori**) during interaction.
  16. Cover nose and mouth with tissue while sneezing and coughing.
  17. Avoid gatherings, including sitting in groups in the office building and Canteen.
  18. Aarogya Setu must be installed by all employees having compatible mobile phones.

This issues with the approval of the Competent Authority.

*Gurdev Singh*  
27/11/2020

(Gurdev Singh)  
Dy. Director(Admn.)

Distribution:-

1. All Head of Departments
2. All Regional Directors, Regional Centres of NIOS
3. Asstt. Director(CMO) for kind information of the Chairman, NIOS
4. Deputy Director (Admn.)
5. SA/P for uploading on website.