



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-42-1(73)/ NIOS/Admn./ 2020

Dated: 03.05.2020

Office Order No. 95/2020

The Ministry of Home Affairs, vide its Order No. 40-3/2020-DM-I(A) dated 1.5.2020 (copy enclosed) had issued Consolidated Revised Guidelines on the measures to be taken by the Ministries/ Departments of the Government of India, State/UT Governments and State/UT authorities for containment of COVID-19 in the country. Clause 7(g) of the Consolidated Revised Guidelines, *inter alia*, states as under:-

Clause 7(g). All Government offices shall function with officers of the level of Deputy Secretary and above to the extent of 100% strength. The remaining staff will attend upto 33% as per requirement.

In compliance of the above Order of MHA, all the Deputy Secretaries and level above that are required to attend the office regularly w.e.f. 4th May, 2020. All the Heads of Departments are requested to chalk out a roster plan of other officials in their respective Bureau and ensure the presence of staff upto 33%, as per requirement, on any given working day and the remaining officials/staff will continue to work from home. Other officers who are not in roster will be working from home and will be available in their station of posting except with the approval of competent authority.

This Office Order may also be kept during movement and be produced before the concerned authorities as and when required allowing for attending the Government duties. All Officers/Officials are mandatorily required to carry their Official Identity Card.

This issues with the approval of Competent Authority.

Gurdev Singh
03/05/2020

(Gurdev Singh)

Deputy Director(Administration)

Copy to:

1. All Heads of the Departments, NIOS
2. All Regional Director, Regional Centres, NIOS
3. Deputy Director (CMO) for kind information of the Chairman, please
4. PA to Secretary for kind information of the Secretary, NIOS
5. Joint Director(Admn.), NIOS
6. Joint Director(CBC), NIOS
7. Accounts Officer, NIOS
8. SA/P for uploading on the website of NIOS

ADVISORY

All the staff members working in NIOS are requested to follow the advisory as contained in different guideline issued by the competent authority of Central and State Government, however, for better clarity, major guidelines/points are reiterated below:-

A.All employees coming to Office as per Roster and those working from home shall download **ArogyaSetu App** mandatorily.

B.All employees coming to Office as per Roster and those working from home shall wear mask or use mask type of things to cover their mouth and nose safely.

C. All employees coming to Office as per Roster and those working from home shall use sanitizer and Soap regularly.

D. For Office

1. All areas in the premises including the following shall be disinfected completely using safe disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/open areas available/verandah/entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom toilet sink, water points etc.
 - f. Walls/all other surfaces.
 - g. All knobs in window and door be sanitized at least every hour
2. Compulsory screening of all persons, visitors etc. entering the gate or premises with thermal scanner or an appropriate instrument wherein the body temperature can be checked and recorded.
3. Any person found having fever and cough, be politely refused entry. If a breathing problem is discovered, it has to be informed to the concerned department and the infected person shall be taken to nearest quarantine facility and later to govt. hospital immediately for further testing.
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 individual with proper safety.
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 for climbing should be encouraged.

G.M.H.
3/5/2020

8. Total ban on non-essential visitors at office.
9. Strictly ban of gutka, tobacco etc. and spitting should be strictly prohibited.
10. Hand sanitizers shall be kept ready the entrances and people after entry sanitize their hands before proceeding to their work places.
11. Staff members shall work from their seats and avoid going to other's.
12. To minimize possible discussions & interactions, these can be held through hand phone, intercoms and mobile phones.
13. Special attention is to be given to studio interactions where one to one discussions happen. Wearing of masks is a must.
14. Avoid use of air-conditioning as far as possible and natural ventilation shall be used.
15. Avoid sharing of phones, or talking through someone else's mobile phones.
16. Don't shake hands.
17. Don't touch your eyes, nose and mouth without washing hands.
18. Maintain personal hygiene and a safe distance (more than one meter) from persons during interaction.
19. Cover nose and mouth with tissue while sneezing and coughing and properly dispose off after use.
20. Don't participate in gatherings, including sitting in groups in the office building and Canteen.

A. While going back home

1. Ring up home when you start from office.
2. Someone at home should keep the front door open (so that you don't have to touch the calling bell or door handle) and a bucket of water with washing soap powder or bleaching powder added to it in the front door.
3. Keep things (car keys, pen, sanitizer bottle, phone) in box outside the door.
4. Wash your hands in the bucket and stand in the water for a few minutes. Meanwhile use tissue and sanitizer and wipe the items you have placed in the box.
5. Wash your hands with soap water again.
6. Now enter the house without touching anything.
7. The bathroom door is kept open by someone and bucket of detergent soap water is ready. You take off all your clothes including innerwear and soak inside the bucket.
8. Then take a head bath with a shampoo and body bath with soap.
9. Wash your clothes, put in washing machine with high temperature settings and dry clothes in direct sunlight.

Gmh.
03/5/2020