

**Bharat Sarkar/Government of India
Rail Mantralaya/Ministry of Railways
(Railway Board)**

C I R C U L A R

**Sub: Preventive measures to be taken to contain the spread
of Novel Coronavirus(COVID-19)- regarding**

An Office Memorandum No.11013/9/2014-Estt.A III dated 16/17-03-2020 issued by Department of Personnel and Training on the above mentioned subject, was circulated vide Board's Circular of even number dated 17.03.2020.

Further, Ministry of Home Affairs vide OM No.I-28011/02/2020/SSO-I dated 18.03.2020 have issued instructions regarding regulation of entry of visitors in Government Building. A copy of the same is enclosed herewith. The instructions contained therein may be followed to regulate the entry of visitors in Board's office at Rail Bhawan and Pragati Maidan.

No.2020/G(Acc.)3/Maint./Misc-COVID-19
New Delhi, Dated: 18/03/2020


**(Manoj Kumar)
Director (GA)
Railway Board**

DA: as above

**All Officers and Staff in Board's office at Rail Bhawan and Pragati
Maidan, New Delhi.**

Reception Officers at Rail Bhawan and Pragati Maidan.

No. I-28011/02/2020/SSO-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralya

NEIGE/11/11/2020/11
Dated 16th March 2020

OFFICE MEMORANDUM

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) regarding.

The undersigned is directed to refer to DoPT's O.M. No. 11013/9/2014 Estt. A-111 dated 17.03.2020 on the subject mention above which is self explanatory.

2. As per para 2 of the said O.M. all the Ministries/Departments are advised to discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors, whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.

3. In view of the above, it has been decided that henceforth only Joint Secretary & above level officers in the Ministries/Departments are authorized to allow visitors to the minimum extent due to spread of Novel Coronavirus till further orders. The visitors pass will be issued by Reception Officer on receipt of a written request in prescribed format enclosed at Annexure from the Joint Secretary and above level officer.

4. All the Ministries/Departments are requested to follow the above instructions regarding regulations of entry of visitors in Government Buildings with immediate effect.

Encl. As above


(B. Samanta)

Under Secretary to the Government of India
Tel. 23438052

To

All the Ministries/Departments of Government of India.

Copy to:

Chief Supervisor, MHA, North Block with the direction to instruct all the Reception Officers and supervisors to follow the above instructions scrupulously till further order.


Under Secretary to the Government of India

Number of

Dept. Of

Subject :- Entry of visitors

The following visitor(s) may be allowed entry in the building:-

1. _____

2. _____

3. _____

(Signature of the officer)

Name & Designation:.....

Date:.....

Tel.No:.....

Seal/ Stamp

Reception Officer