

[Cag-all-offices] Preventive measures to contain the spread of COVID-19

**From :** Surinder Kumar <sao1protocol@cag.gov.in> Sat, May 01, 2021 10:34 AM  
**Subject :** [Cag-all-offices] Preventive measures to contain the spread of COVID-19 📎 3 attachments  
**To :** cag-iaas@lsmgr.nic.in, cag-all-offices@lsmgr.nic.in  
**Cc :** Dinesh Kumar <saogs@cag.gov.in>, PRATHURI SOMESWAR RAO <saoobills@cag.gov.in>, Parvez Hasan <saowel@cag.gov.in>, Mukesh Singh <singhm3.cag@cag.gov.in>

Madam/Sir,

I am directed to forward herewith Headquarters' office circular No.193-Estates/11-2020 dated 01.05.2021 on the subject cited above for urgent necessary action by all IA&AD offices.

Yours faithfully,

Surinder Kumar,  
 Sr. Administrative Officer, Protocol/Estates/IT  
 011-23509309  
 O/o the Comptroller & Auditor General of India,  
 9, Deen Dayal Upadhyaya Marg, New Delhi 1100124

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CKS : 46

Surinder Kumar,  
 Sr. Administrative Officer, Protocol/Estates/IT  
 011-23509309  
 O/o the Comptroller & Auditor General of India,  
 9, Deen Dayal Upadhyaya Marg, New Delhi 1100124

3/5/21  
 CAG (Admin)  
 Sr. AO Admin.  
 For compliance.

Au  
 2/5/21

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Aatish  
 02/05/21

- Circular 193 dated 1 May 21 IAAD offices.pdf  
393 KB
- Circular\_No.\_192\_dt.\_19\_April.pdf  
292 KB
- MHAOrder\_29042021.pdf

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 4/5/2021

27/5/21  
 04.05.21

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
9-DEEN DAYAL UPADHYAYA MARG, NEW DELHI - 110124

No.193- सम्पदा/11-2020

Date: 01.05.2021

To,

The Heads of Department in IA&AD  
(Except Overseas Offices)

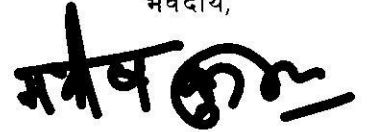
Subj: Preventive measures to contain the spread of COVID19 – Reg.

Madam/Sir,

1. Due to exponential increase in number of COVID-19 cases, Headquarters' office vide circular No.192-Estates/11-2020 dated 19.04.2021 (copy enclosed) had issued instructions regarding regulation of attendance in IA&AD offices.
2. In this connection it is stated that the 'National Directive for COVID-19 Management' issued by Government of India, Ministry of Home Affairs vide Order No.40-3/2020-DM-I(A) dated 29.04.2021 (copy enclosed) has reiterated the applicability of Work From Home (WfH).
3. In view of the above, it is stated that attendance in IA&AD offices shall continue to be regulated as per above Headquarters' office circular dated 19.04.2021, till further orders.

संलग्न: यथोपरि ।

भवदीय,



(मनीष कुमार)

महानिदेशक (मुख्यालय)

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
9-DEEN DAYAL UPADHYAYA MARG, NEW DELHI - 110124

No. 192- मम्पदा/11-2020

Date – 19.04.2021

To,

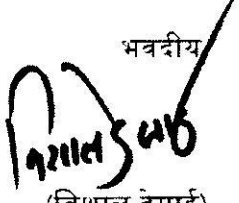
The Heads of Department in IA&AD  
(Except Overseas Offices)

Sub: Preventive measures to contain the spread of COVID19. – Regulation of attendance in IA&AD offices.

Madam/Sir,

1. The 'National Directive for COVID-19 management' issued by Ministry of Home Affairs (MHA) vide Order No.40-3/2020-DM-I(A) dated 23.03.2021 directed to follow the practice of WFH as far as practicable and to follow staggering of work hours to prevent overcrowding at work places. Accordingly, all IA&AD offices were requested vide circular No.179-Estates/11-2020 dated 05.04.2021 (copy enclosed) to explore the possibility of Work from Home (WFH).
2. In view of the exponential increase in number of COVID-19 cases during the recent past, various state Governments and local authorities have, with a view to break the chain of COVID-19, imposed various restrictions/ curfew on movement of individuals.
3. In view of the above, all Heads of Department in IA&AD are again requested to follow the practice of Work from Home (WFH) as far as possible and direct the officials working from home to remain available through electronic means for the smooth functioning of office. While regulating the attendance of employees in IA&AD offices, the emphasis should be on work output rather than physical attendance.
4. Use of Arogya Setu shall be mandatory for all IA&AD employees on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk and prevent further spread of COVID-19 cases in IA&AD employees.
5. The Heads of Department in IA&AD offices are to ensure strict compliance of the above orders.

संलग्न: यथोपरि ।

भवदीय  
  
(विशाल देमाई)  
निदेशक (कार्मिक)

**No. 40-3/2020-DM-I(A)**  
**Government of India**  
**Ministry of Home Affairs**

North Block, New Delhi-110001  
Dated 29<sup>th</sup> April, 2021

**ORDER**

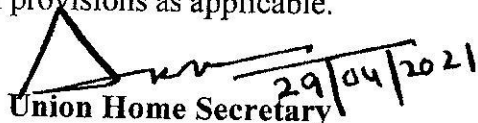
Whereas, an Order of even number dated 23.03.2021 was issued for effective control of COVID-19 in the country, for a period upto 30.04.2021;

And whereas, considering the unprecedented surge in COVID-19 cases across the country, Ministry of Health & Family Welfare (MoHFW) vide DO No. Z.28015/85/2021-DM Cell dated 25th April 2021, has issued an advisory to all States and Union Territories (UTs), for implementing intensive, local and focused containment framework, in specific districts/ cities/ areas, identified based on a prescribed criterion;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order, for ensuring compliance on the focused containment measures, as mentioned in the aforesaid MoHFW letter dated 25.04.2021, for containment of COVID-19 in the country;

Now, therefore, in exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the undersigned, hereby directs the State/ Union Territory Governments and State/ Union Territory Authorities to consider the containment measures for COVID-19, as conveyed vide aforesaid MoHFW advisory dated 25.04.2021, as per **Annexure-I**, for immediate implementation in their State/ UT, based on the assessment of the situation, until 31.05.2021. States/ UTs, will take the necessary containment measures, under the relevant provisions of the Disaster Management Act 2005. It is further directed that:

- (i) The National Directives for COVID-19 Management, as specified in **Annexure-II**, shall continue to be strictly followed throughout the country.
- (ii) All the District Magistrates shall strictly enforce the containment measures taken by States/ UTs and the National Directives.
- (iii) Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable.

  
Union Home Secretary

and, Chairman, National Executive Committee (NEC)

**To:**

1. The Secretaries of Ministries/ Departments of Government of India
  2. The Chief Secretaries/Administrators of States/Union Territories
- (As per list attached)

**Copy to:**

- i. All Members of the National Executive Committee
- ii. Member Secretary, National Disaster Management Authority

**Containment framework, as mentioned in Ministry of Health & Family Welfare  
(MoHFW), DO no. Z.28015/85/2021-DM Cell dated 25th April 2021**

**Annexure – A**

**Implementation Framework for community containment/large containment areas**

**Understanding the virus transmission dynamics:**

The virus transmits through the human host. It is imperative to understand that in order to contain the transmission of the virus, the strategies involve not just containing the virus but also the human host.

Broadly, the **strategies** are:

1. **Individual actions** such as wearing of masks, maintaining a distance of 6 feet from others, sanitizing one's hands frequently and not attending any mass gathering; and
2. **Public Health measures** to contain the virus by:
  - **quarantining** and testing individuals suspected to be positive including contacts of SARS-CoV-2 positive persons, SARI cases, persons with flu like symptoms etc. and ensuring that they are not mobile and thus able to spread the infection
  - **isolating** all those who are positive, tracing their contacts, quarantining and testing them.
  - where there are clusters of cases, simply quarantining individuals or families will not help. In that case, **containment zones** with clear boundaries and stringent controls will be required to ensure that the infection does not spread outside. This is in line with the containment strategy followed worldwide and also already enumerated in SOPs of the Ministry of Health. This would mean a large geographical area like a city or district or well defined parts thereof, where cases are high and spiraling up, gets contained physically. However, regulated movement of public transport would be permitted.
3. **Evidence Based Decision:** The decision on where and when to go for large Containment Zone (CZ) has to be evidence based and done at the State/UT level after proper analysis of the situation, such as; the population affected, the geographical spread, the hospital infrastructure, manpower, the ease of enforcing boundaries etc.
4. However, in order to facilitate objective, transparent, and epidemiologically sound decision making, the following broad-based framework is provided to aid States UTs in selection of districts/areas:

S. No.	Parameter	Thresholds
1	Test positivity	Test positivity of 10% or more in the last one week
<b>OR</b>		
2	Bed occupancy	Bed occupancy of more than 60% on either oxygen supported or ICU beds

.....contd/-

5. The areas requiring **Intensive action and local containment** connotes specific and well defined geographical units such as cities/town/part of the towns/district headquarters/semi-urban localities/municipal wards/*panchayat areas* etc.
6. The areas so identified for intensive action and local containment will primarily focus on **the following strategic areas of intervention:**

**A. Containment**

- i. Focus will be on **containment as a major approach to flatten** the current curve of the epidemic.
- ii. **Night curfew:** Movement of individuals shall be strictly prohibited during night hours, except for essential activities. Local administration shall decide the duration of the night curfew hours and issue orders, in the entire area of their jurisdiction, under appropriate provisions of law, such as under Section 144 of CrPC, and ensure strict compliance.
- iii. The spread of the infection has to be controlled through **restricting the intermingling amongst people**, the only known host for the COVID-19 virus.
- iv. Social/ political / sports / entertainment / academic / cultural / religious / festival-related and other **gathering and congregations shall be prohibited.**
- v. **Marriages (attended by up to 50 persons) and funerals/ last rites (attended by up to 20 persons) may be allowed.**
- vi. All shopping complexes, cinema halls, restaurants & bars, sports complexes, gym, spas, swimming pool and religious places should remain closed.
- vii. **Essential services and activities** such as **healthcare services, police, fire, banks, electricity, water and sanitation, regulated movement of public transport** including all **incidental services and activities** needed for a smooth functioning of these activities shall continue. Such services shall continue in both **public and private sector.**
- viii. **Public transport** (railways, metros, buses, cabs) to operate at a **maximum capacity of 50%.**
- ix. There shall be **no restrictions on inter-state and intra-state movement including transportation of essential goods.**
- x. All **offices**, both government and private, to function with a **maximum staff strength of 50%.**
- xi. **All industrial and scientific establishments**, both government and private may be allowed subject to the **workforce following physical distancing norms.** They shall also be tested through RAT (in case of individuals identified with flu like symptoms) from time to time.
- xii. The SOPs already issued by MoHFW, including training manuals for surveillance teams and supervisors are available on the website & must be followed.
- xiii. **However, these are indicative activities, and States/ UTs should make a careful analysis of the local situation, areas to be covered, and probability of transmission and then take a decision.**

- xiv. The restrictions as above shall continue for a period of 14 days.
- xv. **Before declaring a containment area, make a public announcement, outlining the rationale for the same and the kind of restrictions that will be in place (a leaflet in local language may be distributed highlighting the gravity of the situation and restrictions to be followed)**
- xvi. **Community volunteers, civil society organizations, ex- servicemen, and members of the local NYK/NSS centers etc. should be involved for sustainable management of containment activities, translating the aforementioned leaflets and for encouraging people in the community for sustained behavior change as well as vaccination.**

## **B. Testing and Surveillance**

Districts will continue with the strategy of 'Test-Track-Treat-Vaccinate' and **implementation of Covid Appropriate Behavior across the district as the ongoing strategy for the management of COVID-19.**

- i. **Ensure adequate testing and door to door case search in the area through adequate number of teams formed for such purpose.**
- ii. **Plan for testing of all clinically resembling cases of Influenza like illness (ILI) & SARI through RAT. All symptomatic individuals turning out to be negative for SARS-CoV-2 infection with RAT need to be retested through RT PCR.**
- iii. **Ensuring compliance of COVID Appropriate Behaviour aggressively both through creation of awareness through involvement of the community based organizations and through stringent regulatory framework.**

## **C. Clinical Management**

- i. **Analysis to be undertaken with respect to requirement of health infrastructure so as to manage the present and projected cases (next one month) and necessary action initiated to ensure sufficient oxygen-supported beds, ICU beds, ventilators, ambulances including creation of makeshift hospitals, as needed. Sufficient quarantine facilities shall also be re-activated.**
- ii. **Leverage government, private health facilities including hospital facilities available with central ministries, railway coaches, temporary field hospitals etc.**
- iii. **Ensure that people satisfying protocol for home isolation only are allowed under home isolation. Create a mechanism for their regular monitoring through Call Centres along with regular visit of surveillance teams to such houses.**
- iv. **Provision of a customized kit for all patients under home isolation, including detailed dos and don'ts to be followed by them.**
- v. **Specific monitoring shall be done for high risk cases and their timely shifting to the health facility. Similarly, elderly and co-morbid contacts of positive cases shall be shifted to quarantine centres and monitored.**

.....contd/-

- vi. Appoint **senior district officials as In-charge** for all Covid dedicated hospitals and create a **mechanism for seamless shifting of patients (including home isolation cases)** as per their symptom to the relevant facilities.
- vii. Ensure availability of **sufficient ambulances** for such purpose.
- viii. Coordinate **availability of oxygen, other related logistics, drugs etc.** in collaboration with state officials and ensure their rational use.
- ix. **Oxygen therapy** for the admitted cases shall follow the **guidelines issued by Ministry of Health on the rational use of oxygen**
- x. Use of **investigative drugs (Remdesivir / Tocilizumab etc.)** shall also **strictly follow the clinical management protocol/advisories issued by Ministry of Health.**
- xi. **Facility wise cases and deaths** shall be analyzed on **daily basis** by the **Incident Commander/District Collector/Municipal Commissioner. Death-audit** shall be undertaken for **all deaths** in the hospitals and in the community to provide supportive supervision to field staff/hospitals.

#### D. Vaccination

**100% vaccination for the eligible age-groups shall be undertaken duly creating additional vaccination centres and optimal capacity utilization of existing Centres.**

#### E. Community Engagement

- i. Ensure **adequate advance information to community**, also highlighting the need for stringent containment actions so as to win their involvement and support.
- ii. Provide enough time for people movement for essential requirements etc. before announcing the large scale containment
- iii. Take necessary actions to **avoid misinformation & panic** in the community.
- iv. **Involve local level NGOs/CBOs/CSOs, Opinion Makers and subject experts** to create a positive environment and for sustained dialogue with the community.
- v. **Create wide publicity on early warning signals and self-reporting** so as to identify cases early and to prevent avoidable deaths among home isolation patients.
- vi. Give **wide publicity on the mechanism** whereby people can get themselves tested, details of available health facilities, requisitioning an ambulance etc (community based organizations should be encouraged to create WhatsApp groups for quick dissemination of information so that the individuals in need of prevention and/or care services do not suffer delay).
- vii. Ensure that **details of hospital beds and their vacancy status is made available on-line and also released to media on a daily basis.**
- viii. Details on **availability of oxygen, drugs, vaccine and vaccination centres;** including the guidelines related with use of Remdesivir/Tocilizumab etc. be also widely publicized so as to create confidence in the community.

.....contd/-



- ix. Community should be oriented about the feasibility of managing mild COVID-19 cases at home with appropriate monitoring of vital parameters such as temperature and oxygen saturation with the help of pulse oxymeter.
- x. **Need for COVID Appropriate Behaviour** including **regulatory framework for enforcement** should be **widely publicized**.
- xi. **Build confidence** in community duly highlighting the nature of disease, the fact **that early identification** helps in early recovery and more than 98% people recover to **remove fear as well as stigma** related with Covid-19. Involvement of civil society organizations to hold such orientations go a long way in this regard.

**NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT**

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.  
Shops will ensure physical distancing among customers.
3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

*Additional directives for Work Places*

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.

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