



No.27(7)2019/Adm.I/Misc./ 3468

/Dhanbad, dated 13/3/2020

## OFFICE MEMORANDUM

**Sub:-** Novel Coronavirus (COVID-2019) outbreak – reg.

In accordance with the Ministry's OM No.D-31016/3/2014-Adm-II dated 11.03.2020, to prevent COVID – 19, all Officers/Staffs of this Directorate are requested to take following steps: -

1. It is advised that mass gathering may be avoided or possible be postponed till the disease spread is contained as to avoid the spread of COVID – 19 Novel Coronavirus disease. Instead Video Conferencing may be used as far as possible. If, in any such case mass gathering are organized, offices may take necessary action to guide the Organizers on precautions to be taken as per the risk communication material. One copy the Ministry of Health & Family Welfare O.M. dated 5<sup>th</sup> march, 2020 issued in this regard is enclosed.
2. Cleaning and disinfecting of office area, especially door knobs/ handles, etc. may be stepped up.
3. As per Ministry's O.M. No.A-42020/3/2013-Adm.I dated 6<sup>th</sup> march, 2020, this Directorate has exempted all the employees of this Directorate to mark biometric attendance in Aadhar Based Biometric Attendance system till 31<sup>st</sup> march, 2020. However, all the employees are required to mark their attendance in Attendance register during this period.
4. Advisories issued by Ministry of health & Family Welfare in this regard from time –to-time and available on their website, should be adhered in their letter and spirit.

Further communication, if received, shall be communicated.

This is being issued with the approval of the Competent Authority.

Sd/-  
Director of Mines Safety (SD)

Memo No.27(07)2019/Adm.I/Misc./ 3469-72

/Dhanbad, dated 13/3/2020

Copy forwarded for necessary information to:-

1. All Dy. Director General of Mines Safety,
2. All Director of Mines Safety/ In-charge of Region,
3. All Dy. Director of Mines Safety/In-charge of sub-region.
4. All Sectional Heads of HQ & CZ.

  
Director of Mines Safety (SD)