

सीएसआईआर - राष्ट्रीय वांतरिक्ष प्रयोगशालाएं
CSIR - NATIONAL AEROSPACE LABORATORIES
बेंगलूरु BENGALURU 560 017

सं.No.3(1)/संग.परिपत्र Org.OM/2020

04 August 2020

परिपत्र CIRCULAR

Sub: Precautionary measures to contain COVID-19 – Functioning of CSIR-NAL and CSIR - 4PI - reg.

Ref: 1) CSIR – NAL circular of even no. dated 22-07-2020 and 31-07-2020
2) MoHA, Gol Order No.40-3/2020-DM-I(A) dated 29-07-2020
3) GoK Order No.RD 158 TNR 2020 dated 30-07-2020
4) CSIR – NAL Circular dated 01-06-2020 regarding SOPs of Canteen

In pursuance of the MoHA, Gol and Govt. of Karnataka orders referred to above for Unlock 3, the CSIR - NAL Task Force Committee in its meeting held on 03rd August, 2020 have decided that CSIR – NAL and CSIR – 4PI will function with 100% regular staff strength from Wednesday, the 5th August, 2020 with the following guidelines / measures for the Staff members of CSIR-NAL and CSIR-4PI till 31st August, 2020 or until further orders, in view of COVID – 19 cases in Bengaluru :

1. All the regular Staff Members of CSIR – NAL and CSIR – 4PI will work with 100% strength effective from 5th August, 2020 till 31st August, 2020.
2. If any of the Staff Member is not in a position to attend the Office / Laboratory, he / she has to apply for leave. Attendance will be strictly monitored as per instructions.
3. The Consultants shall start attending the office from 5th August, 2020.
4. As per Clause 7 of MoHA, Gol Orders, exemption from attending office is continued to be admissible to the following (except for essential and health purposes). However, they shall continue to work from Home as per charter of duties given by HOD/Director.
 - i) Persons above 65 years of age;
 - ii) Pregnant women;
 - iii) Staff members with co-morbidities, provided it is certified by CMO, CSIR-NAL Health Centre; and
 - iv) Staff members staying in Containment zone as per BBMP, GoK orders.
5. All Project Assistants, Manpower deployed by Outsourced Agencies, Temporary Staff members shall attend Office on alternate days with 50% staff strength effective from 5th August, 2020.
6. Students and Visitors are not permitted to enter CSIR-NAL and CSIR-4PI premises till 31st August, 2020.
7. AMC (Electrical, Civil and CNSU), Installation of Machineries and Essential services (Elec. & Civil) staff shall work with full strength in staggered shifts ; They shall wear mask, gloves and Face Shield while on duty both in office and staff quarters
8. House Keeping, Horticulture and Contract Staff in Guest House shall work on 50% strength in shift duties.
9. Civil & Electrical Workers, Contract Workers are permitted to enter the CSIR – NAL and CSIR – 4PI campus only after screening by the Security by using Pulse Oximeter before entry to the campus after 1st time health checks at Health Centre and thereafter they shall have bimonthly health check up at NAL Health Centre.

10. Movement of Staff members attending office shall be strictly prohibited between 9.00 AM to 5.00 PM inside the office premises, except for essential services.
11. All the files / papers shall be collected by a nominated representative, wearing gloves and masks from the Division twice a day and shall be handed over to the respective Division / Section in the place earmarked as IN/OUT.
12. All the Staff members shall ensure social distancing and wear mask all the time compulsorily.
13. Canteen services will start functioning from 10 August, 2020 and will provide only Tea and packed lunch.
14. Domestic help, Ironing services are permitted entry into the Staff Quarters area subject to the condition that their details are available with the Security as per the SOP circulated vide Circular dated 19-05-2020.
15. Vegetable Cart will not be permitted inside the campus until 31st August, 2020 ;
16. In case of any occurrence of suspected case in the Office / Staff Quarters, HoDs shall strictly follow the guidelines stipulated in Para 4 of the SOP and complete the procedure within two hours of the reporting of information from CMO / MO.

Staff members are requested to refer to the Standard Operating Procedure enclosed as Annexure 1 and also strictly adhere to the instructions of MoHA, GoI orders dated 29-07-2020 and GoK orders dated 30-07-2020.

This is issued on the directions and approval of Director, CSIR-NAL and Head, CSIR-4PI.

mou/hk
24/08/2020
[मल्लिका पी कुमार / Mallika Kumar]
प्रशासन नियंत्रक / Controller of Administration

To : All concerned

Copy to :

Head, KTMD - With a request to host the same on Intranet / Internet for information of all.

The Standard Operating Procedures to be followed are given below :

1. Security Procedures:

- a. Staff members without masks shall not be permitted inside CSIR-NAL / CSIR-4PI premises.
- b. Consignments / parcels / machines etc., shall be sanitized before they are brought inside NAL premises. All machineries & vehicles entering NAL premises shall be sprayed with disinfectant mandatorily. The Heavy Truck / Lorry Drivers will be allowed inside the campus only after medical examination at CSIR – NAL Health Centre and advise by CMO / MO.
- c. Staff Members including drivers shall be allowed inside the office premises only after thermal screening / scanning. Anybody found with symptoms shall be referred to Health Centre by security.
- d. No external visitors, foreigners, students, vehicles, items not authorized shall be allowed inside NAL premises, both in colony area and office premises, until further orders. All the residents of CSIR – NAL Campus may please note that no relatives, guests, friends, etc., are allowed inside the colony until further orders. They are also advised not to contact the Security for any exemptions. If any of the residents found to be violating the above rule, action will be initiated accordingly. In emergency cases, Director will take a decision in permitting the visitors.
- e. No panic messages shall be sent through any media or spread false rumours by any of the staff member related to the laboratory, without the approval of Director and CoA of the laboratory (Refer CSIR – NAL Circular dated 03-07-2020).
- f. All the employees shall follow the social distancing norms while entering and leaving office as per the markings made at entry / exit of the security gate.
- g. Gathering in corridors / office premises is strictly prohibited.
- h. All the staff members shall compulsory download Aarogya Setu app and check for alerts.
- i. Staff members / residents of NAL colony ordering food items through Swiggy / Zomato etc shall collect the parcel only at the gates as the delivery is not allowed inside the campus.
- j. Residents of CSIR-NAL staff quarters may note that group activities are strictly prohibited inside the campus. However, walking and jogging are permitted with social distancing and with masks upto 08.00 PM only. Residents of CSIR-NAL staff quarters may also ensure that their children below 10 years do not come out and play as a health safety measure.
- k. Pensioners are advised to buy medicines prescribed by CMO/MOs till 31st August, 2020 and thereafter submit the bills for reimbursement.

2. Safety, Sanitization & Up-keeping :

- a. Staff members shall sanitize their hands frequently during the course of work. Hand sanitizers are provided in each of the floors / buildings. Staff members including Project Assistants and Manpower deployed by Outsourced Agencies may collect masks, if not collected, from Central Stores.
- b. Head, HLS shall ensure sanitization of all places in the office two times a day at 10 00 AM and at 4 00 PM using user friendly disinfectant mediums as per the WHO guidelines. The following places shall be covered:
 - i. Entrance gate of office, reception and security area
 - ii. Canteens
 - iii. Meeting rooms, Conference halls / open areas like verandah / entrance gate of site, bunkers, building etc.
 - iv. Health Centre, Guest House etc.
 - v. Washroom, toilet, sink; water points etc.
 - vi. Surfaces which come into human contact frequently such as door knobs and handles etc.
 - vii. Equipment, machineries & furniture shall be sanitized with isopropyl alcohol by the operators.
- c. Staff quarter premises shall be sanitized using disinfectant as per the WHO formula twice daily.
- d. Staff members are requested to keep all the doors and windows open while at work.
- e. ACs shall be avoided as far as possible. Guidelines for running of Air conditioning and other allied equipment will be as per CSIR-NAL circular dated 03.07.2020.
- f. Special attention to be given to toilets, wash rooms by ensuring periodical cleaning at least twice a day by providing necessary accessories.
- g. CSIR – NAL vehicles shall be sanitized twice daily and hand sanitizers will be kept in the vehicle for use of the commuters as well as driver.

3. Work Place:

- a. All staff members shall ensure social distancing and wear mask all the time compulsorily.
- b. Employees shall work from their seats and avoid going to other seats / meetings as far as possible, and, meetings shall be conducted through VC / Conference calls, over phones etc.
- c. HoDs / Divisional In-charge of work places shall ensure social distancing adequate gaps between shifts, staggering the lunch breaks, etc.
- d. All staff members shall avoid gatherings at all places.
- e. All staff members shall strictly follow Do's and Don'ts displayed from time to time.
- f. Large gatherings or meetings of 10 or more people shall be discouraged.

- g. Canteen services will be resumed from 10th August, 2020. Only packed lunch and evening Tea will be provided at both the Canteens at Kodihalli and NWTC, Belur Campus. All the staff members are requested to collect the packed lunch from the Canteen Counter and proceed thereafter to their respective places. Staff members may ensure that after collecting Evening Tea from Canteen Counter, dispose the used tea cups in the bins provided by maintaining social distancing and also ensure not to move around the campus and garden area. The timing to collect lunch will be from 12.30 PM to 1.30 PM and evening tea will be from 3.00 PM to 4.00 PM. Staff members are further requested to strictly adhere to the SOPs circulated vide reference (4). Any violation to the instructions will lead to the cancellation of the canteen service.

4. Measures to be taken on occurrence of case in office / quarters are as follows:

Despite taking preventive measures, occurrence of COVID – 19 cases among the staff members in the office cannot be ruled out. In such cases, the following procedure needs to be followed.

- a) HoDs / Sr. Officer of the division shall inform / report occurrence of the suspected case immediately to CMO / MO and follow the advice of CMO / MO. Post normal working hours the suspected cases shall be taken to CSIR – NAL Health Centre with the assistance of Security.
- b) Place the ill staff member in a room or area where they are isolated from others at workplace. Provide a mask / face cover till such time, he /she is attended by the CMO /MO either in isolation area or in dispensary.
- c) HoDs shall provide a list of employees in the enclosed format as Annexure 1 within 2 hours of the receipt of medical information from CMO / MOs regarding categorisation of High Risk / Low Risk / No Risk.
- d) On receipt of the report from the CMO / MO, HoD shall take immediate action and advise the staff members accordingly. A nodal officer shall be identified by the HoD for this purpose.
- e) All the High Risk contacts shall be quarantined for 14 days and Low Risk Contact for 05 days from the date of receipt of the medical report and follow the advice of CMO / MO. The staff members shall report for duty after the quarantine period only on the advice of CMO / MOs.
- f) Staff members coming in contact with COVID 19 patients in office or outside shall approach CMO under intimation to HOD/Sr officer of division.
- g) Staff member with suspected symptoms in office shall approach dispensary under intimation to HOD.
- h) CMO / MO will assess the suspected cases and keep them under isolation in the dispensary till the case is referred to Government Health Authority for COVID – 19 based on assessment.
- i) CoA shall immediately take measures in getting the building / office areas disinfected where the patient has visited in past 48 hrs.
- j) Guidelines for home isolation shall be followed as per MoH&FW.
- k) All the HoDs should submit the details of staff members who have proceeded on BBMP duty to CoA. They shall be provided with N95 Mask, Hand gloves, Face Shield and sanitizers for safety purpose. Such of those staff members who have attended the BBMP duty shall quarantine themselves for 5 days after they are finally relieved of their duties and only on the advise of CMO / MOs, shall report for duty.

- l) CMO / MOs shall report the suspected case with asymptomatic / symptomatic to the concerned HoD and CoA immediately for taking action and they shall not attend office.
- m) HoDs shall provide a list of employees in the enclosed format as Annexure 2 within 2 hours of the receipt of medical information from CMO / MOs regarding categorisation of High Risk / Low Risk / No Risk and shall follow the instructions thereof.

5. Attendance System:

- a. The biometric attendance system mounted on the walls in the reception is temporarily disabled. However, the identity card attendance system has been kept operational. Staff members are requested to swipe their cards while entry and exit for recording their attendance. Following are the staggered timings of divisions to ensure maintenance of social distancing effectively:
 - i. 8:00 hrs to 16:30 hrs (Staff of NTAF, EAD, ATF, ACD, CSMST, APMF, C-CADD)
 - ii. 9:00 hrs to 17:30hrs (All others not listed in [i])
- b. The attendance of all the staff members will be strictly monitored as per CSIR – NAL circular dated 12-02-2020.

6. General:

- a. Staff members who have proceeded to outstations without prior permission / intimation to the office shall apply leave during absence as per circular dated 19-05-2020.
- b. Staff members coming from other states and districts of Karnataka shall report to CMO for advice. CMO shall follow the latest SOP issued by GoK regarding instructions for quarantine.
- c. Spitting in public places is punishable.
- d. All staff members residing in CSIR-NAL staff quarters shall avoid bringing their vehicles to Office in order to ensure social distancing in the parking place, except Physically Challenged & Health Centre staff.
- e. Staff members may note that if any of their family / extended family members have arrived from foreign countries, they have to undergo quarantine as per advisories issued from GoI/GoK.
- f. Auditorium, KV school, Nursery School, Crèche, Library, Staff Club/Gym, Skill Development Centre, children park, Play grounds in NAL premises shall remain closed until further orders.
- g. All employees shall follow social distancing in Health Centre as per the markings provided in Health Centre. Additional waiting lobby for patients is made available at staff club in case sufficient place is not available in Health Centre.
- h. Pensioners are advised to visit Health Centre only on emergency basis. They are required to call CMO/MOs in case of emergency and follow advises.
- i. Regular Staff Members and Pensioners visiting the Health Centre should wear mask and also ensure social distancing.
- j. Quarantine Patients advised by CMO / Medical Officers, CSIR-NAL Health Centre & GoK shall not attend office.
- k. Usage of personal smart phones by regular employees is extended till 31st August, 2020 due to prevailing COVID-19 situation. However, use of camera & internet are strictly prohibited in the office premises.
- l. Staff members including support staff attending offices by vehicles shall strictly follow the guidelines given in GoK orders.

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

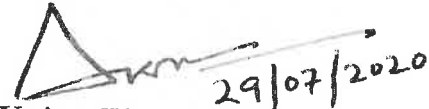
North Block, New Delhi-110001
Dated 29th July, 2020

ORDER

Whereas, an Order of even number dated 29.06.2020 was issued for containment of COVID-19 in the country, for a period upto 31.07.2020;

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 to re-open more activities in areas outside the Containment Zones and to extend the lockdown in Containment Zones upto 31.08.2020;

Now therefore, in exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines on **Unlock 3**, as **annexed**, will be in force upto 31.08.2020.


29/07/2020
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

Guidelines for Phased Re-opening (Unlock 3)

**[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A)
dated 29th July, 2020]**

1. Activities permitted during Unlock 3 period outside the Containment Zones

In areas outside the Containment Zones, all activities will be permitted, except the following:

- (i) Schools, colleges, educational and coaching institutions will remain closed till 31st August, 2020. Online/ distance learning shall continue to be permitted and shall be encouraged.
- (ii) Cinema halls, swimming pools, entertainment parks, theatres, bars, auditoriums, assembly halls and similar places.
Yoga institutes and gymnasiums will be allowed to function from 5th August 2020 for which, Standard Operating Procedure (SOP) will be issued by the Ministry of Health & Family Welfare (MoHFW).
- (iii) International air travel of passengers, except as permitted by MHA.
- (iv) Metro Rail.
- (v) Social/ political/ sports/ entertainment/ academic/ cultural/ religious functions and other large congregations.

Dates for re-starting the above activities may be decided separately and necessary SOPs shall be issued for ensuring social distancing and to contain the spread of COVID-19.

2. Independence day functions


Independence day functions at National, State, District, Sub-Division, Municipal and Panchayat levels and 'At Home' functions, wherever held, will be allowed with social distancing and by following other health protocols e.g. wearing of masks. In this regard instructions issued vide MHA letter no 2/5/2020-Public dated 21.07.2020 shall be followed.

3. National Directives for COVID-19 Management

National Directives for COVID-19 Management, as specified in **Annexure I**, shall continue to be followed throughout the country.

4. Lockdown limited to Containment Zones

- (i) Lockdown shall continue to remain in force in the Containment Zones till 31st August, 2020.
- (ii) Containment Zones will be demarcated by the District authorities after taking into consideration the guidelines of MoHFW with the objective of


29/07/2020

effectively breaking the chain of transmission. These Containment Zones will be notified on the websites by the respective District Collectors and by the States/ UTs and information will be shared with MOHFW.

- (iii) In the Containment Zones, only essential activities will be allowed. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services. In the Containment Zones, there shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required. Guidelines of MoHFW shall be effectively implemented for the above purpose.
 - (iv) Activities in the Containment Zones shall be monitored strictly by the State/ UT authorities, and the guidelines relating to containment measures in these zones shall be strictly implemented.
 - (v) States/ UTs may also identify Buffer Zones outside the Containment Zones, where new cases are more likely to occur. Within the buffer zones, restrictions as considered necessary may be put in place by the District authorities.
5. **States/ UTs, based on their assessment of the situation, may prohibit certain activities outside the Containment zones, or impose such restrictions as deemed necessary.**

However, there shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

6. **Movement of persons with SOPs**


Movement by passenger trains and *Shramik* special trains; domestic passenger air travel; movement of Indian Nationals stranded outside the country and of specified persons to travel abroad; evacuation of foreign nationals; and sign-on and sign-off of Indian seafarers will continue to be regulated as per SOPs issued.

7. **Protection of vulnerable persons**

Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to stay at home, except for essential and health purposes.

8. **Use of *Aarogya Setu***

- (i) *Aarogya Setu* enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.

 29/07/2020

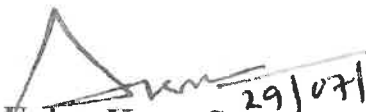
- (ii) With a view to ensuring safety in offices and work places, employers on best effort basis should ensure that *Aarogya Setu* is installed by all employees having compatible mobile phones.
- (iii) District authorities may advise individuals to install the *Aarogya Setu* application on compatible mobile phones and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

9. Strict enforcement of the guidelines

- (i) State/ UT Governments shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner.
- (ii) All the District Magistrates shall strictly enforce the above measures.

10. Penal provisions

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. Extracts of these penal provisions are at **Annexure II**.


29/07/2020
Union Home Secretary

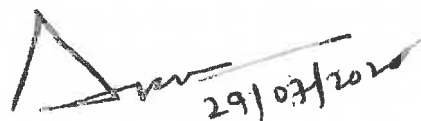
and, Chairman, National Executive Committee

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. **Gatherings:** Large public gatherings/ congregations continue to remain prohibited.
Marriage related gatherings : Number of guests not to exceed 50.
Funeral/ last rites related gatherings : Number of persons not to exceed 20.
4. **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.
5. **Consumption of liquor, paan, gutka, tobacco etc.** in public places is prohibited.

Additional directives for Work Places

6. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
7. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
8. **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.
9. **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.
10. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.



29/07/2020

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

(a) “company” means anybody corporate and includes a firm or other association of individuals; and

(b) “director”, in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be,

or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

- (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.



GOVERNMENT OF KARNATAKA

No. RD 158 TNR 2020


Karnataka Government Secretariat,
Vidhana Soudha,
Bengaluru, dated:30-07-2020

ORDER

Whereas, the Ministry of Home Affairs, Govt. of India, vide Order No.40-3/2020-DM-I(A) dated 29-06-2020 extended the lockdown in Containment Zones upto 31.07.2020 and issued guidelines for Unlock 2. Consequently, the State Government vide Order No. RD 158 TNR 2020, dated 30.06.2020, issued guidelines on Unlock 2 which will be in force upto 31.07.2020.

Whereas, on the directions of the National Disaster Management Authority (NDMA), the Ministry of Home Affairs, Govt. of India, vide Order No. 40-3/2020-DM-I (A) dated 29-07-2020 has issued **Unlock 3** guidelines to re-open more activities in areas outside the Containment Zones and to extend lockdown in Containment Zones upto 31.08.2020.

Hence, in exercise of the powers, conferred under the Disaster Management Act, 2005, the undersigned, in the capacity of Chairman, State Executive Committee, hereby issues guidelines on **Unlock 3**, as annexed, which shall come into effect from 01-08-2020 and will be in force including and upto 31.08.2020, for strict implementation by Commissioner BBMP, Police Commissioners, District Deputy Commissioners, Superintendents of Police and other Heads of Departments.


(T M Vijay Bhaskar)

Chief Secretary and Chairman,
State Executive Committee

To:

The Compiler, Karnataka Gazette, Bengaluru

Guidelines for Phased Re-opening (Unlock 3)
(As per GO No. RD 158 TNR 2020, dated 30th July 2020)

1. Activities permitted during Unlock 3 period outside Containment Zones

In areas outside Containment Zones, all activities will be permitted, except the following:

- (i) Schools, colleges, educational and coaching institutions will remain closed till 31st August, 2020. Online/distance learning shall continue to be permitted and shall be encouraged.
- (ii) Cinema halls, swimming pools, entertainment parks, theatres, bars, auditoriums, assembly halls and similar places.
Yoga institutes and gymnasiums will be allowed to function from 5th August 2020 for which, Standard Operating Procedure (SOP) will be issued by the Ministry of Health & Family Welfare (MoHFW) and Department of Health and Family Welfare, Govt. of Karnataka.
- (iii) International air travel of passengers, except as permitted by MHA.
- (iv) Metro Rail.
- (v) Social/political/sports/entertainment/academic/cultural/religious functions and other large congregations.

Dates for re-starting the above activities may be decided separately by Government of India and necessary SOPs shall be issued by concerned Ministries of Govt. of India for ensuring social distancing and to contain the spread of COVID-19.

2. Independence day functions

Independence day functions at State, Districts, Sub-Divisions, Taluks, Municipal and Panchayat levels and 'At Home' functions, wherever held, will be allowed with social distancing and by following other health protocols e.g. wearing of masks. In this regard instructions issued vide MHA letter no 2/5/2020-Public dated 20.07.2020 shall be followed. The MHA letter is **annexed as Annexure III.**

3. National Directives for COVID-19 Management

National Directives for COVID-19 Management, as specified in **Annexure I**, shall continue to be followed throughout the country.

4. Lockdown limited to Containment Zones

- (i) Lockdown shall continue to remain in force in the Containment Zones till 31st August, 2020.
- (ii) Containment Zones will be demarcated by the **BBMP/District authorities** after taking into consideration the guidelines of Ministry of Health &

Family Welfare (MoHFW) and Department of Health & Family Welfare, Govt. of Karnataka, with the objective of effectively breaking the chain of transmission. Those Containment Zones will be notified on the websites by the respective Deputy Commissioners and by the Concerned Departments and information will be shared with MoHFW.

- (iii) In the Containment Zones, only essential activities shall be allowed. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services. In the Containment Zones, there shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required. Guidelines of MoHFW and Department of Health and Family Welfare, Govt. of Karnataka, shall be effectively implemented for the above purpose.
- (iv) Activities in the Containment Zones shall be monitored strictly by the BBMP/District authorities, and the guidelines related to containment measures in these zones shall be strictly implemented.
- (v) BBMP/Districts may also identify Buffer Zones outside the Containment Zones, where new cases are more likely to occur. Within the buffer zones, restrictions as considered necessary may be put in place by the BBMP/District authorities.

5. BBMP/Districts based on their assessment of the Situation, may prohibit certain activities outside the Containment Zones, or impose such restrictions as deemed necessary.

There shall be no restriction on inter-State and intra-State movement of persons and goods. No separate permission/approval/e-permit will be required for such movement. *However, people coming to Karnataka State from other State shall strictly adhere to the prevailing Guidelines/SOPs issued by Department of Health and Family Welfare and Revenue Department (DM).*

6. Movement of persons with SOPs

Movement by passenger trains and *Shramik* special trains; domestic passenger air travel; movement of Indian Nationals stranded outside the country and of specified persons to travel abroad; evacuation of foreign nationals; and sign-on and sign-off of Indian seafarers will continue to be regulated as per SOPs issued by Ministry of Home Affairs and other concerned Ministries.

7. Protection of vulnerable persons

Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to stay at home, except for essential and health purposes.

8. Use of *Aarogya Setu*

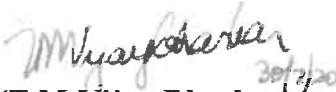
- (i) *Aarogya Setu* enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.
- (ii) With a view to ensuring safety in offices and work places, employers on best effort basis should ensure that *Aarogya Setu* is installed by all employees having compatible mobile phones.
- (iii) BBMP/District authorities may advise individuals to install the *Aarogya Setu* application on compatible mobile phones and regularly update their health status or the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

9. Strict enforcement of the guidelines

- (i) Commissioner BBMP/Deputy Commissioners shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner.
- (ii) Commissioner, BBMP/Deputy Commissioners shall strictly enforce the above measures.

10. Penal provisions

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. Extracts of these penal provisions are at **Annexure II**.


(T M Vijay Bhaskar)


Chief Secretary and Chairman,
State Executive Committee,

National Directives for COVID-19 Management

1. **Face Covering:** Wearing of face cover is compulsory in public places; in workplaces; and during transport. *Fine of Rs.200 in Municipal Corporation Areas and Rs. 100 in other areas shall be imposed for not wearing face cover as required.*
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. **Gathering:** Large Public gathering/congregations continue to remain prohibited.
Marriage related gathering : **Number of guests not to exceed 50.**
Funeral/last rites related gathering: **Number of persons not to exceed 20.**
4. Spitting in Public Places will be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the local authorities.
5. Consumption of liquor, paan, gutka, tobacco etc, in public places is prohibited.

Additional directives for Work Places

6. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
7. **Staggering of work/business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
8. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and hand wash or sanitizer at exit points and common areas.
9. **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.
10. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.


(T M Vijay Bhaskar)
Chief Secretary and Chairman,
State Executive Committee

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

(a) “company” means anybody corporate and includes a firm or other association of individuals; and

(b) “director”, in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be,

or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

- (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

No. 2/5/2020-Public
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi
Dated, the 20th July, 2020

To

The Chief Secretaries of
All State Governments and Administrators of all Union Territory
Administrations

Sub: INDEPENDENCE DAY CELEBRATIONS ON 15th AUGUST, 2020

Sir/Madam,

Every year, the Independence Day is celebrated with grandeur, gaiety, fervour and enthusiasm. This year also, the Independence Day will be celebrated in a manner befitting the occasion. However, in view of spread of Covid-19 pandemic, while organizing various programmes or activities for the Independence Day celebrations, it is imperative to follow certain preventive measures such as maintaining social distancing, wearing of masks, proper sanitization, avoiding large congregations, protecting vulnerable persons, etc.; and follow all guidelines related to Covid-19 issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare. Therefore, all programmes should be organized in a way that large congregation of people is avoided and technology is used in a best possible manner for celebration befitting the occasion. The events organized could be web-cast in order to reach out people at large, who are not able to participate.

2. Keeping the above limitations and precautionary steps in view, the Independence Day Celebrations in Delhi shall consist of the following:-

- (i) The Ceremony at Red Fort consisting of the presentation of a Guard of Honour by the Armed Forces and the Delhi Police to the Prime Minister (Pradhan Mantri), unfurling of the National Flag accompanied by playing of the National Anthem and firing of 21-gun salute, speech by the Prime Minister, singing of the National Anthem immediately after PM's speech, and release of tri-coloured balloons at the end.
- (ii) "At Home" reception at Rashtrapati Bhawan.

3. For celebrations of the Independence Day at different levels in the States/UTs, certain guidelines have been prescribed, as enumerated in the succeeding paragraphs:

4. The functions in the State/Union Territories on this day may consist of the following:-

STATE LEVEL:

- (i) A ceremony in the morning (after 9.00 AM) in the State/Union Territory Capitals consisting of unfurling of the National Flag by the Chief Minister; playing of the National Anthem; presentation of Guard of Honour by the Police including Para-Military Forces, Home Guards, NCC, Scouts, etc; speech by the Chief Minister; and singing of the National Anthem.
- (ii) In view of Covid-19 pandemic, large congregation in the ceremony be avoided. It is imperative that social distancing norms, wearing masks, etc., are followed.
- (iii) It would also be appropriate that Covid-19 warriors like doctors, health workers, sanitation workers, etc., are invited in the ceremony as a recognition of their noble service in fight against Covid-19 Pandemic. Some persons cured from Covid-19 infection may also be invited.

DISTRICT LEVEL:

- (i) A similar ceremony as mentioned above in the morning (after 9.00 AM) at the District level which may, inter-alia, consist of unfurling of the National Flag by a Minister/Commissioner/District Magistrate; playing of the National Anthem; parade by State Police personnel, Home Guards/NCC, Scouts; speech by the Minister/ Commissioner/ District Magistrate explaining the significance of 15th August and exhorting the audience to work for the unity and integrity of the country; and singing of the National Anthem.
- (ii) In view of Covid-19 pandemic, large congregation in the ceremony be avoided. It is imperative that social distancing norms, wearing masks, etc., are followed.
- (iii) It would also be appropriate that Covid-19 warriors like doctors, health workers, sanitation workers, etc., are invited in the ceremony as a

recognition of their noble service in fight against Covid-19 Pandemic. Some persons cured from Covid-19 infection may also be invited.

SUB-DIVISIONAL LEVEL/BLOCK LEVEL:

- (i) Ceremonial hoisting of the National Flag by a Minister/Sub-Divisional Magistrate (after 9.00 AM), playing of the National Anthem; speech by the dignitary explaining the significance of 15th August and exhorting the audience to work for the unity and integrity of the country; unfurling of the National Flag; singing of the National Anthem, etc.
- (ii) In view of Covid-19 pandemic, large congregation in the ceremony be avoided. It is imperative that social distancing norms, wearing masks, etc., are followed.
- (iii) It would also be appropriate that Covid-19 warriors like doctors, health workers, sanitation workers, etc., are invited in the ceremony as a recognition of their noble service in fight against Covid-19 Pandemic. Some persons cured from Covid-19 infection may also be invited.

PANCHAYAT HEADQUARTERS/BIGGER VILLAGES:

- (i) Ceremonial hoisting of the National Flag by the Sarpanch/Village Head-man (after 9.00 AM), playing of the National Anthem; speech by the Sarpanch/ Village Head-man explaining the significance of 15th August and exhorting the audience to work for the unity and integrity of the country; singing of the National Anthem etc.
- (ii) In view of Covid-19 pandemic, large congregation in the ceremony be avoided. It is imperative that social distancing norms, wearing masks, etc., are followed.
- (iii) It would also be appropriate that Covid-19 warriors like doctors, health workers, sanitation workers, etc., are invited in the ceremony as a recognition of their noble service in fight against Covid-19 Pandemic. Some persons cured from Covid-19 infection may also be invited.

5. It may be ensured that National Flag is hoisted at all State Capitals/Districts/Block/Panchayat levels.

6. As regards holding of "At Home" reception at Raj Bhawan/Raj Niwas by the Governor/Lt. Governor on the Independence Day, the matter is left to the discretion of Governors/Lt. Governors. However, in view of Covid-19 pandemic, preventive measures such as maintaining social distancing, wearing of masks, proper

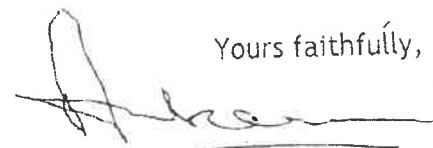
sanitization, avoiding large congregations, protecting vulnerable groups, etc., and other measures as prescribed and recommended by the Ministry of Health & Family Welfare, are followed. It would be appropriate that Covid-19 warriors like doctors, health workers, sanitation workers, etc., are invited in the ceremony as a recognition of their noble service in fight against Covid-19 Pandemic. Some persons cured from Covid-19 infection may also be invited.

7. Performance of Police/Military bands may be recorded at places of historic importance associated with Independence movement; and recorded versions thereof may be displayed through large screens/digital media, during public functions and on social media.

8. Other functions of the day may include activities like planting of trees; inter-school/inter-college debates on digital platforms; online quiz contests/patriotic essay writing and poetry competitions; launching of any important scheme, singing patriotic songs/delivering patriotic talks by selected boys/girls on the social media; illumination of Government Buildings/State Bhawans, etc; thematic webinars; online campaign by NSS and NYKS centred around patriotic themes; or any other activity deemed appropriate by the State Government/Union Territory Administration befitting the occasion. Other innovative ways of celebrating the Independence Day may be considered like propagating patriotic or national integration messages/songs through digital and social media platforms, sound shows/lighting of important public buildings, waving of National Flags by people at rooftops/balconies, etc.

9. It would be appropriate that the theme of "Aatmanirbhar Bharat" is suitably spread and publicised amongst the masses through various activities/messages in the functions and on social media during Independence Day celebrations.

Yours faithfully,



[ANUJ SHARMA]
Joint Secretary
Tel: 011-23092436

सीएसआईआर - राष्ट्रीय वांतरिक्ष प्रयोगशालाएं
CSIR - NATIONAL AEROSPACE LABORATORIES
बेंगलूरु BENGALURU 560 017

सं.No.3(1)/संग.परिपत्र Org.OM/2019-20

01st June, 2020

परिपत्र CIRCULAR

Sub.: Partial resumption of Canteen Services - reg.
Ref.: CSIR-NAL Circular of even no. dated 26-05-2020
and 29-05-2020

In supersession of the circulars cited at reference above, based on the recommendations of the Canteen Committee, the Director, CSIR – NAL has approved to provide only the packed lunch and evening Tea at Canteens both at Kodihalli and NWTC, Belur Campus effective from 2nd June, 2020.

All the staff members are requested to collect the packed lunch from the Canteen Counter and proceed thereafter to their respective places. Staff members may ensure that after collecting Evening Tea from Canteen Counter, dispose the used tea cups in the bins provided by maintaining social distancing and also ensure not to move around the campus and garden area. The timing to collect lunch will be from 12.30 PM to 1.30 PM and evening tea will be from 3.00 PM to 4.00 PM.

Staff members are further requested to strictly adhere to the SOPs circulated earlier. Any violation to the instructions will lead to the cancellation of the canteen service.

This is issued with the approval of Director, CSIR – NAL and Head, CSIR – 4PI.

Mallika Kumar
02/06/2020
[मल्लिका पी कुमार / Mallika Kumar]

प्रशासन नियंत्रक / Controller of Administration

To :

All Heads of Divisions / Sections -
Head, KTMD - for display in intranet

Copy to :

Director
Adviser (M&A)
Adviser (W&S)
Chairman, Canteen Committee
Convenor, Canteen Committee
CoSP/SPO
AOs/SOs
FAOs

SOP for Allowing House Maid inside the Campus

It is advisable to restrain from engaging house maids and be self-reliant during this Pandemic period of COVID-19. However, due to demand by quarter inmates and considering their difficulties, the following SOP is advised to be followed by the residents:

Responsibility of the Quarter Inmate Engaging House Maid:

- Quarter inmate to take a declaration form (available with Security Office) from House Maid
- Quarter inmate to make it sure that the maid cleans/ sanitize their hands and legs using soap before starting any work.
- Quarter inmate should take responsibilities of providing protection kit, masks, gloves and apron to the maid and make it mandatory for the made to use these items.
- Quarter inmate should make sure that made should not come from the containment zone
- The house maid should compulsory to install Arogya Setu App in their phone
- The house maid should be trained by the quarter inmate to maintain hygiene

Responsibility of CWC/Security

- Security to maintain a log book of the list of the maid coming inside the campus and should provide monthly pass only. These passes should be renewed monthly till the COVID-19 pandemic issues exist.
- Thermal screening and sanitization to be carried out by security personnel while entering the campus
- Quarter inmate should observe that the servant should not have any cough and sneezing issues. If found, it should be informed to the security and the pass will be blocked till such time doctors certify them as healthy
- The house maid will be allowed to enter the campus from 8 AM to 5 PM only
- Doctors of CSIR-NAL, will examine the house maid for normal check-up fortnightly to avoid further infection if any. The first level check shall be done on or before 20th May 2020
- CWC in consultation with the quarter inmate will check whether the maids are from containment zone or not, from the address and phone numbers provided by the house maid. The Maid will be stopped to enter into the campus if found to be from containment zone

Details of the Maid
to be filled by the person employing the maid

Sl	Particulars	Details
1	Name of the Maid	
2	Mobile number*	
3	Address Current address (if differs from ID)	
4	Photo	Contract employees employed other than aircraft programmes shall ^{not} attend works until further order. However,
5	ID of the maid (Aadhar/Voter ID/PAN)	The roster of 50% below level-12 shall be maintained.
	Quarter Number	
7	Name of the occupant of the quarter	
8	Mobile No. of the occupant of the quarter	
9	Working in other houses outside NAL Campus? If YES Addresses	

*Maid is registered in the Arogya Setu portal (declaration)

Signature of the Maid

Signature of the Employer