

Office of Development Commissioner  
Ministry of MSME  
General Administration

23  
Dated: June 2020  
Nirman Bhawan, New Delhi

**Circular**

In accordance with the SOP on preventive measure to contain spread of Covid 19 pandemic in offices issued by Ministry of Health & Family Welfare, dated 4<sup>th</sup> June 2020, following has been decided by the Competent Authority:-

2. Services related to General Administration like visit of carpenter, electrician, AC mechanic etc has been curtailed to the minimum number of days during a week in order to minimize their exposure as they work across different ministries and have relatively higher risk of transmission of Infection. The following is the schedule for availability of their services:

S.No	Nature of Services	Frequency	Day of the week
1	Carpenter	Once	Monday
2	AC Repair	twice	Tuesday & Friday
3	Electrician	Once	Wednesday
4	Telephone related services	Once	Thursday
5	Photocopier reated services	Once	Friday
6.	Sanitisation Services	Daily	All working days*

3. Secondly, presently GA Section has been issuing a bottle of sanitizer (200ml) to all officers/officials below the level of Director after every 15 days as they were attending office on alternate day as per their roaster. Now Automatic sanitizer dispenser has been installed at three entrance points.

4. Thirdly, officers/official are encouraged to purchase their own mask for their own well being, however GA section will continue to issue simple mask on daily basis as per their requests. Used masks and gloves shall be discarded in yellow colour bio medical waste bin only.

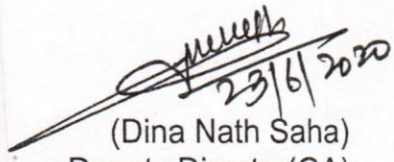
5. It is also requested that requisitions/request for items/services to General Section may be made through only e-mode on following emails.

S.No	Name	Designation	Email
1	Sh. D.N. Sah	Dy. Dir.(GA)	sahdinanath62@gmail.com
2	Sh. Sameer Malhotra	AD (GA)	sameer.malhotra@nic.in

6. It has been also decided to temporarily suspend the washing of towels to minimize the infection. All officers and officials are encouraged to get their towels washed through their own sources.



7. Further, if any officer/official has some advice to further improve Covid 19 related practices they are requested to email their views to Director (GA) at [anil.tripathi@gov.in](mailto:anil.tripathi@gov.in) .

  
23/6/2020  
(Dina Nath Saha)  
Deputy Director(GA)

To

1. PS to AS&DC for kind information, please.
2. PS to ADC/DDG for information, please
3. SENET Division for uploading on DC (MSME) portal
4. Notice Board

DINA NATH SAH  
Dy. Director  
Govt. of India  
Ministry of Micro, Small & Medium Enterprises  
Office of the Dev. Commr. (MSME)  
Nirman Bhawan, New Delhi-110108