

I/15344/2021

**IMMEDIATE**

No.21/7/2020-Adm(Coord.)/Welfare/196  
Government of India  
Central Electricity Authority  
(Adm. Coord. Section)

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5<sup>th</sup> Floor (N), Sewa Bhawan,  
R.K. Puram, New Delhi- 110 066

Dated the, 26<sup>th</sup> April, 2021

**OFFICE MEMORANDUM**

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

MoP vide its letter dated 20.4.2021 (copy enclosed) has requested to furnish the data regarding Vaccination of employees of CEA.

Hence, it is requested to kindly provide the requisite information of your wing/office/section as per the format mentioned in the MoP letter, to [diradmincea@nic.in](mailto:diradmincea@nic.in) **every Friday by 4 pm.**

(Anita Gahlot)  
Director (Admin)

To :

1. SA to Chairperson, CEA.
2. SA to Member (Planning/Hydro/PS/GO&D), CEA.
3. PPS to Member(E&C/Thermal),CEA
4. PPS to PCE-I/PCE-II, CEA.
5. PS to Secretary, CEA.
6. Director (TS/Protocol), CEA.
7. Deputy Secretary (B&A/Vigilance), CEA.
8. Deputy Director(GS),CEA
9. SO(Adm-I/II/Co-ord/APAR),CEA
10. AD(OL), CEA for Hindi translation.
11. Deputy Director (IT), CEA with a request to upload at CEA Intranet.



No. 2-18/5/2020-Adm.II  
Government of India  
Ministry of Power  
Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001  
Telephone No. 23723570; FAX No. 2371 7519  
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Date: 20.04.2021

To

CMD/Head of Organization of  
PSUs/Autonomous/Statutory Organizations under the Ministry of Power.  
(As per standard list)

Subject: Weekly Report regarding Vaccination of employees of Power Sector - Reg.

Sir/Madam,

In continuation of this Ministry's letter of even number dated 20.04.2021, I am directed to say that it has been decided to collect additional data on percentage of vaccination of the employees of power sector. It is requested to capture the above mentioned data in the prescribed format given below and send through NHPC (email id – cmd-mis@nhpc.nic.in) for compilation on weekly basis:

**Name of the Organisation:**

**Report for the week beginning from \_\_\_\_\_ to \_\_\_\_\_**

S.No.	Total Number of employees working	Employees above age of 45 years	Employees above age of 45 years vaccinated	Employees who have received only first dose of the vaccine	Employees who have received both doses of the vaccine	Percentage of Employees (above 45 years) vaccinated	Any other details

2. It is further advised to complete first dose of vaccination to all eligible employees by 30<sup>th</sup> April, 2021 by organizing special vaccination camps in mission mode.

G.Muthuraja  
Director  
Tel. No. 23752497