

I/15434/2021

**IMMEDIATE**

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

Date: 4<sup>th</sup> May, 2021**OFFICE MEMORANDUM****Sub: Preventive measures to contain the spread of Coronavirus (COVID-19).**

This is to inform that following officials of CEA have been tested positive for Covid-19:

S.No.	Name & Designation	Div./Sec.	Floor	Lastly visited office on	Tested Positive on
1.	Ms. Himali Jain Verma , AD-II	Technical Services-2	3 <sup>rd</sup>	26.04.2021	2.5.2021

2. The Protocol/SOP issued by Ministry of Health and Family Welfare on 13<sup>th</sup> February, 2021 in this regard must be followed by the officers/staff, who came into contact with any of these officials, under intimation to their controlling officer and Admin Coord. (Welfare) Section, CEA immediately.

3. Also, it is once again advised that all officers/officials of the age of 45 years and above to get themselves vaccinated, so as to effectively contain the spread of COVID-19. They are further advised to continue to follow covid-appropriate behavior, even after vaccination, by frequent washing of hands/sanitization, wearing a mask/face cover and observing social distancing etc.

4. Further, due to sudden surge of Covid-19 cases in the CEA, the following instructions must be strictly complied by all the officers and staff in the office:

- Social distancing, wearing mask all the time, time to time hand sanitization, not more than 3 persons travel in lifts at a time, not more than two or three persons in cabin at a time.
- Officers/Staff residing in containment zone shall not come to office and work from home till containment zone is de-notified.
- Face to face meetings/discussions/interactions must be avoided as far as possible.
- Use of 'ÁROGYA SETU' app:** All the officers and staff are requested to install 'ÁROGYA SETU' in their cellphone.

5. All officers and staff are again requested to comply the instructions as issued by MHA & DoPT time to time and CEA vide letter dated 17.04.2021 (on Regulation of Attendance) on the subject above without fail.

6. All Divisional/Section Heads are requested to kindly ensure that all officers and staff are wearing Face Mask/Face Cover and Covid-appropriate behavior is being maintained in their division/section at all times during office hours.

7. Also, it may please be noted that all floors of CEA are to be sanitized daily after office hours by GS Section. Cooperation of all officers and staff is crucial to contain the spread of infection.

8. This issue with the approval of Competent Authority.

Hindi Version will follow.

(Anita Gahlot)  
Director (Administration)

To :

- All Officers & Staff of CEA –Through Website/Intranet
- Director (IT), CEA with a request for kindly getting it uploaded on CEA website/Intranet.
- Deputy Director (General Section), CEA for rapid action as per SOP.
- AD(OL), CEA for Hindi translation.

Copy for information to:

- PPS to Chairperson, All Members of CEA.
- PPS to PCE-I/PCE-II , CEA
- PPS to Secretary, CEA.