

IMMEDIATE

No.21/7/2020-Adm(Coord.)/Welfare/2
Government of India
Central Electricity Authority
(Adm. Coord. Section)

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

Dated the, 04th January, 2022

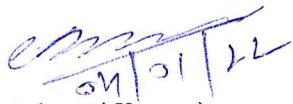
OFFICE MEMORANDUM

Sub: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)- Protocol to contain the spread of disease in the office.

This is to inform that the following 02 more officers of CEA have tested positive for Covid-19:

S.No.	Name & Designation	Div.	Floor	Tested positive on	Lastly visit in the office on
1.	Shri Shyam Singal, AD-II	HE&TD Div.	7 th (N)	03.01.2022	03.01.2022
2.	Smt. Sarbjeet Kuar, Head D'man	-do-	-do-	-do-	28.12.2021

2. The protocol/SOP issued by Ministry of Health and Family Welfare time to time in this regard must be followed by the officers/staff who came into contact with the above mentioned officers, under intimation to their controlling officer and Admin Coordination. section immediately.
3. The entire 07th floor(S), Sewa Bhawan has to sanitize on today 04.01.2022 from 2 PM onward.
4. Also, it is once again advised that all officers/officials 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.
5. Similar other related instructions regarding to general preventive measures to be followed at all times, measures specific to offices, measures to be taken in cases of occurrence of cases and directions related to disinfection have been incorporated in this aforementioned comprehensive SOP. It is expected that these directions shall be complied by all officers/staff in so far as it is applicable to them or to their subordinates.
6. This issue with the approval of Competent Authority.


(Ashwani Kumar)
Section Officer(Welfare)

To:

1. PPS to Chairperson, CEA.
2. PPS to all Members, CEA.\
3. PPS to PCE-I/PCE-II, CEA.
4. PS to All Chief Engineers, CEA.
5. PS to Secretary, CEA.
6. Director (Admn.)/Director(TS), CEA.
7. Deputy Secretaries, B&A, CEA.
8. All Under Secretaries, CEA.
9. Accounts Officer, CEA.
10. DD/Section officers(GS), CEA for rapid action as per SOP.
11. Upload on CEA Intranet only.