

Indira Gandhi National Centre for the Arts

O/O Director (A)

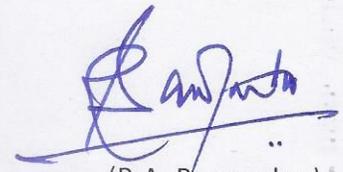
CIRCULAR

Subject : Public Health response to Novel Coronavirus (COVID-2019) outbreak reg.

Circular No. A-54011/2/2020-Estt. dated 9th March, 2020 received from Ministry of Culture is enclosed herewith for information.

In accordance with the above, it has been decided to cancel all further internal events scheduled in IGNCA till further orders.

This issues with the approval of competent authority.



(R.A. Rangnekar)

Director (A)

11.3.2020

To

All HoDs

Copy to :-

1. PS to MS
2. OSD to MS

MOST IMMEDIATE

F. No. A-54011/2/2020-Estt.
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated 9th March, 2020

To,
The Heads of all Organizations under MoC
(as per list enclosed)

Subject: Public Health response to Novel Coronavirus (COVID-2019) outbreak-reg.

Sir/Madam,

I am directed to refer to Cabinet Secretary's D.O. Letter No. 272/2/2020-Cab.III dated 08.03.2020 on the subject mentioned above vide which all the Ministries are required to step up their efforts and fully mobilize their resources to support the efforts of the M/o Health and Family Welfare in preparedness, control and containment measures for Novel Coronavirus (COVID-2019).

2. All the organizations are therefore requested to take the following steps to contain the spread of Corona Virus:-

- i. To avoid mass gatherings, conferences/seminars and public outreach activities as far as possible..
- ii. All the employees including outsourced staff working in respective organizations may be exempted from marking biometric attendance till 31st March 2020. The attendance may be marked by the employees manually in the attendance register.
- iii. Follow the Do's and Dont's Advisory of Ministry of Health & Family Welfare (copy enclosed).

Yours faithfully,

S.S. Dhavale

(Sunita Dhavale)
Deputy Secretary
Tel. No. 011-23381208

Encls: As above.

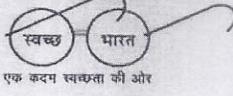
Copy for information to:-

All Bureau/Divisional Heads

राजीव गौबा
Rajiv Gauba



सत्यमेव जयते



एक कदम स्वच्छता की ओर

मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.No. 272/2/1/2020-Cab.III

8th March, 2020

Dear *Secretary*

As you may be aware, the Novel Coronavirus (COVID-19), cases have now been confirmed in more than 90 countries. M/o Health & Family Welfare has been coordinating the efforts of the Central Government in this regard and has also been working with State Governments in order to mitigate the impact of the outbreak in India.

2. A public health situation of this scale requires a concerted and whole of Government approach in order to prevent further importation of cases and to build up a comprehensive and robust response system. All Central Ministries/Departments are required to step up their efforts and fully mobilize their resources to support the efforts of the M/o Health & Family Welfare in preparedness, control and containment measures.

3. The specific tasks that need to be undertaken by Central Ministries/Departments, are listed in the Annexure to this letter. This is not an exhaustive list. The M/o Health & Family Welfare will be in regular touch with your Ministry/Department and seek your assistance in other areas as required.

4. You are requested to kindly take expeditious action and mobilize all necessary support in this regard. These guidelines may also be disseminated amongst the organizations/agencies etc under your administrative control.

With regards

Yours sincerely,

[Signature]
8/3/20
(Cabinet Secretary)

To,

Secretaries of all Ministries/Departments

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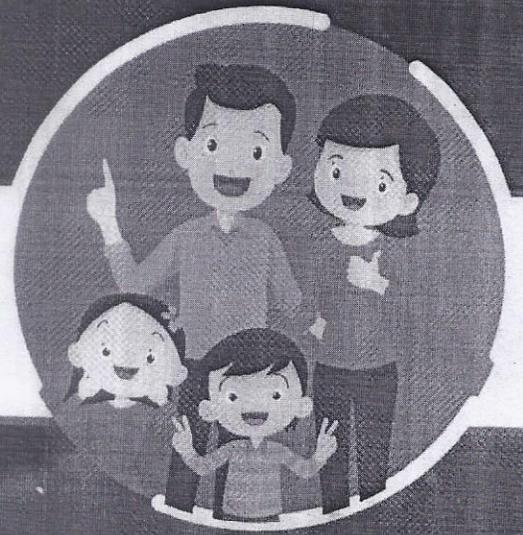


Ministry of Health & Family Welfare
Government of India



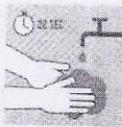
Help us to
help you

NOVEL CORONAVIRUS (COVID-19)



Protect yourself and others! Follow these Do's and Don'ts

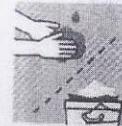
Do's ✓



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



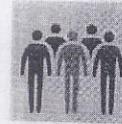
Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



Don'ts ✗

Spit in public

Together we can fight Coronavirus

For further information :
Call at Ministry of Health, Govt. of India's 24X7 control room number
+91-11-2397 8046
Email at ncov2019@gmail.com

mohfw.gov.in

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