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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.18/2/2020-Admn-II

Dated: 25.11.2020.

To

The Directors/Directors-in-Charge of
permanent Institutes/Centres of ICMR.

Sir/Madam,

Please find enclosed the following OM and DO letter which have been received from
different ministries for information and necessary action :

S.No.	Reference No. & date	Name of Ministry	Subject
1	F.No. nil dt. 12.11.2020	Ministry of Health & Family Welfare, Deptt. of Health Research, New Delhi.	Use of Dairies/calendars
2	Email dated 14.10.2020	Ministry of Labour & Employment, New Delhi	Booklet on COVID-19 Safe Workplace Guidelines for Industry & Establishment-reg.

Yours faithfully,

(Jagdish Rajesh)
Asstt. Director General (Admn.)

Encl: As above

Copy to:-

1. PS to DG/PS to Addl. DG/PS to Sr. DDG (A)/PS to Sr. FA
2. All Divisional Heads
3. Dy. Director-General (Admn.) /ADG(A) 1/II
4. Dr. L.K.Sharma, Scientist 'E' – soft copy of the same has been mailed at your email
ID(sharma.lk@icmr.gov.in) for website upload.

Government of India
Ministry of Health & Family Welfare
(Department of Health Research)

2nd Floor, IRCS Building,
Red Cross Road, New Delhi-01.
Dated: 12.11.2020

ADL-1

20

Pl. Circulate

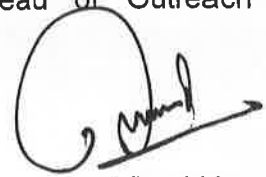
Sr. AD (A) (ii)

OFFICE MEMORANDUM

Sr. DDG (A) ICMR OFFICE
Diary No.: 590196
Date: 18/11/20

Subject: Use of Digital dairies/calendars.

The undersigned is directed to refer to the discussions on 11.11.2020 during the Video Conference chaired by Secretary (co-ordination), Cabinet Secretariat on the above subject and as desired, it is conveyed that neither the Department of Health Research (DHR), Ministry of Health & Family Welfare nor the Indian Council of Medical Research (ICMR), an autonomous organization of DHR shall be purchasing/getting printed any dairies/calendars for official use. Instead, digital calendars/dairies developed by Bureau of Outreach & Communication (BoC) shall be used by DHR and ICMR.



(Vinod Kumar)
Deputy Secretary

Cabinet Secretariat
(Kind Attn: Sandeep Sarkar, Joint Secretary)
Rashtrapati Bhawan, New Delhi

Copy to:

Dr G S G Ayyangar, Sr. DDG(A), Indian Council of Medical Research, New Delhi

S. NA 1605
19/11/2020

Email

FTS No. 1932210

Date: 15/10/2020

balram.bhargava@gov.in

Fwd: Booklet on ' COVID-19- Safe Workplace Guidelines for Industry & Establishment'-reg.

From : Prof. Balram Bhargava <balram.bhargava@gov.in>

Wed, Oct 14, 2020 03:14 PM

Subject : Fwd: Booklet on ' COVID-19- Safe Workplace Guidelines for Industry & Establishment'-reg.

2 attachments

To : Balram Bhargava <balrambhargava@yahoo.com>, geetan <geetan@nic.in>, Anu Nagar <anu.nagar1@gov.in>, Dr G S G Ayyangar <drsgg.ayyengar@nic.in>

Cc : Secretary DHR <dg@icmr.org.in>

Sr. DDG (A) ICMR OFFICE

Diary No.: 588691

Date: 21/10/20

From: "Pranava Kumar" <pranava.kumar@esic.nic.in>

To: "Sanjay Agarwal" <secy-agri@gov.in>, "Trilochan Mohapatra" <dg.icar@nic.in>, "RAJESH KOTTECHA" <secy-ayush@nic.in>, "O/o Secretary (C&PC)" <sec.cpc@nic.in>, "Secretary DoF" <fertsec@nic.in>, "S APARNA" <secy-pharma@nic.in>, "Pradeep Singh Kharola" <secy.moca@nic.in>, "Anil Kumar Jain" <secy.moc@nic.in>, "csoffice" <csoffice@nic.in>, "secy-ipp" <secy-ipp@nic.in>, secretary-posts@indiapost.gov.in, "Anshu Prakash" <secy-dot@nic.in>, "Leena Nandan" <secy-ca@nic.in>, "Mr Sudhanshu Pandey" <secy-food@nic.in>, "Secretary MCA" <secy.mca@nic.in>, "Raghvendra Singh" <secy-culture@nic.in>, "DEFENCE SECRETARY" <defsecy@nic.in>, "Raj Kumar" <sdpns@nic.in>, "Shri RaviKant" <secyesw@nic.in>, "Dr(Mr) Inderjit Singh" <secydoner@nic.in>, "Secretary MoES" <secretary@moes.gov.in>, "Ajay Sawhney" <secretary@meity.gov.in>, "Shri R P Gupta" <secy-moef@nic.in>, "psfs" <psfs@mea.gov.in>, "Mr Tarun Bajaj" <secy-dea@nic.in>, "T.V. Somanathan" <secyexp@nic.in>, "Ajay Bhushan Pandey" <rsecy@nic.in>, "Secretary DIPAM" <secydivest@nic.in>, "Shri Debasish Panda Secretary FS" <secy-fs@nic.in>, "Dr(Mr) Rajeev Ranjan" <secy-fisheries@nic.in>, "Mr Mr Atul Chaturvedi" <secyahd@nic.in>, "Secretary MoFPI" <secy.mofpi@nic.in>, "RAJESH BHUSHAN" <secyhfw@nic.in>, "Prof. Balram Bhargava" <balram.bhargava@gov.in>, "Arun Goel" <shioff@nic.in>, "Shri Sailesh" <secy-dpe@nic.in>, "Ajay Kumar Bhalla" <hshso@nic.in>, "Secy-ol." <secy-ol@nic.in>, "Sanjeev Gupta" <gupta.sanjeev@gov.in>, "DURGA SHANKER MISHRA" <secyurban@nic.in>, "Shri Amit Khare" <secy.dhe@nic.in>, "Anita Karwal" <secy.sel@nic.in>, "Amit Khare" <secy.inb@nic.in>, "U P Singh" <secy-mowr@nic.in>, "Mr U P Singh" <secydws@nic.in>, "Shri Anoop Kumar Menditrattà" <secylaw-dla@nic.in>, "Narayana Raju" <gn.raju@nic.in>, "Barun Mitra" <secy-jus@gov.in>, "A. K. Sharma" <secretary-msme@nic.in>, "Shri Anil Kumar Jain" <secy-mines@nic.in>, "Pramod Kumar Das" <secy-mma@nic.in>, "Mr. Indu Shekhar Chaturvedi" <secy-mnre@nic.in>, "Mr Sunil Kumar" <secy-mopr@nic.in>, "Dr. R.S Shukla" <secympa@nic.in>, "Mr AJAY KUMAR BHALLA" <secy_mop@nic.in>, "Dr. Kshatrapati Shivaji" <secy-arp@nic.in>, "Tarun Kapoor" <sec.png@nic.in>, "Secretary Power" <secy-power@nic.in>, "SECRETARY MORT&H" <secy-road@nic.in>, "Mr Ajay Tirkey" <secy-dolr@nic.in>, "Ajay Tirkey" <tirkeyaj@ias.nic.in>, "Shri Nagendra Nath Sinha" <secyrd@nic.in>, "Secretary DBT" <secy@dbt.nic.in>, "Prof Ashutosh Sharma" <dstsec@nic.in>, "DG CSIR" <dgcsir@csir.res.in>, "Dr Sanjeev Ranjan" <secyship@nic.in>, "Praveen Kumar" <secy-msde@nic.in>, "Mr Shakuntala Gamlin" <secretaryda-msje@nic.in>, "Mr R Subrahmanyam" <secywel@nic.in>, "Dr. Kshatrapati Shivaji" <secretary@mospi.gov.in>, "P.K. Tripathi" <secy-steel@nic.in>, "Secretary Textiles" <secy-textiles@nic.in>, "Secretary Tourism"

<sectour@nic.in>, "Secretary Tribal Affairs" <secy-tribal@nic.in>, "Mr Ram Mishra" <secy.wcd@nic.in>, "Ravi Mital" <secy-sports@nic.in>, "Secretary Youth Affairs" <secy-ya@nic.in>, chairman@dae.gov.in, chairman@isro.gov.in, "Chairman Railway Board Railway Board" <crb@rb.railnet.gov.in>, "Sujata Chaturvedi" <asestt-dopt@gov.in>, "Chairman, UPSC" <chairman-upsc@gov.in>

Cc: "Anuradha Prasad" <as-labour@nic.in>, "Anuradha Prasad" <as-labour@gov.in>, "dir-gen.esic" <dir-gen@esic.nic.in>, "MANI PB" <pb.mani@esic.nic.in>

Sent: Wednesday, October 14, 2020 3:00:27 PM

Subject: Booklet on ' COVID-19- Safe Workplace Guidelines for Industry & Establishment'-reg.

Respected Madam/Sir,

I am directed to forward herewith booklet on 'COVID-19-Safe Workplace Guidelines for Industry and Establishment' in Hindi & English(in PDF) jointly released by **Dr. Harsh Vardhan**, Hon'ble Minister for Health & Family Welfare, Science & Technology and Earth Sciences, Govt. of India and **Shri Santosh Kumar Gangwar**, Hon'ble Minister of State (Independent Charge) for Labour & Employment, Govt. of India on **29.09.2020** through Video Conferencing, for favour of kind perusal and propagation amongst its users. Further, hardcopy/printed copy of booklet on 'COVID-19-Safe Workplace Guidelines for Industry and Establishment' in Hindi & English are also being sent separately.

Thanks & Regards

Pranava Kumar
DD(PR), ESIC Hqrs.
Mob.- 9818855069

— **ESIC-COVID-19 (Guidelines) Hindi Booklet.pdf**
12 MB

— **ESIC -COVID-19 (Guidelines) English Booklet.pdf**
9 MB

forwarded by mail

APURVA CHANDRA, IAS
Secretary



MINISTRY OF LABOUR & EMPLOYMENT
SHRAM SHAKTI BHAVAN
NEW DELHI - 110001

श्रम एवं रोजगार मंत्रालय
श्रम शक्ति भवन
नई दिल्ली-110001
Tele : 91-11-23 71 02 65
E-mail : secy-labour@nic.in

D.O.No. ESIC/D-31/12/02/2019-PR

October 9, 2020

Dear Secretary,

The Employees' State Insurance Corporation (ESIC), a statutory Social Security organization for workers, under the Ministry of Labour and Employment, has formulated "COVID-19 SAFE WORKPLACE GUIDELINES FOR INDUSTRY AND ESTABLISHMENT". The Guidelines have been prepared in consultation with DGHS, Ministry of Health and Family Welfare (MoHFW) and were jointly released by the Hon'ble Union Health Minister and Hon'ble MoS (IC) L&E, on 29.09.2020 in the august presence of Dr. V.K. Paul, Member, NITI Aayog, through Video Conference.

A copy of the Guidelines in Hindi and English each, are attached. The Guidelines are also available on ESIC website <https://www.esic.nic.in>. Translation in major regional languages is also being undertaken.

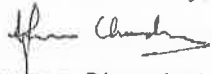
The Guidelines cover, inter alia, risk assessment, symptoms of Covid-19, basic control measures, preventive measures for workplace environment, administrative guidelines, workplace social distancing & hygiene guidelines, travel & transportation guidelines, action points for risk mitigation, management of sickness at the workplace, action points for employers & workers and contingency plan.

At a time when the entire country is fighting the menace of Covid-19, awareness and control measures at workplaces are among the crucial steps to contain the spread of the pandemic while ensuring continued economic activities.

I would therefore, request you to kindly circulate the COVID-19 Safe Workplace Guidelines to all concerned including industries, shops & establishments so that they can make the best use of this resource and the spread of COVID-19 is prevented while maintaining continuity of business activities.

With regards

Yours sincerely,


(Apurva Chandra)

All the Secretaries to Govt. of India
(As per list enclosed)