



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Ref. No. 1(8)/Estt/Misc/2016

Date: 16.10.2020

CIRCULAR

With reference to DoPT Office Memorandum No. 11013/09/2014-Estt.A-III dated 14th October, 2020 (copy attached) regarding Commencement of meeting with messages on Covid- 19 related precautions, the undersigned is directed to state that in order to contain the spread of novel Corona Virus (Covid-19), all concerned are hereby requested that Officers and Staff members shall ensure that every meeting commences with messages on Covid-19 related precautions, so as to sensitize officers and staff about the Pandemic. The messages may be focused on creation of awareness relating to wearing masks, physical distancing, hand hygiene and strict adherence to SOPs issued by MoHFW.

(Dr. Rishikesh Rai)
Secretary (I/C)

Distribution :-

1.	All HODs in Head Office (excepting Dy. Chairman/FA&CAO/Secretary)	For kind information please.
2.	All Zonal/Regional/Sub-Regional Offices of the Board	For kind information please.
3.	Executive Director, Guwahati & Coonor	For kind information please.
4.	Secretary to Dy. Chairman	For kind information please.
5.	PA to FA&CAO & Secretary's Personal Section	For kind information please.
6.	IT Cell	With the request to upload in the website.
7.	Establishment Branch	With spare copies.

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F. No. 11013/09/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

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North Block, New Delhi
Dated the 14th October, 2020

OFFICE MEMORANDUM

Subject: Commencement of meeting with messages on Covid-19 related precautions- reg

The undersigned is directed to say that the Government has issued several instructions in order to contain the spread of novel Coronavirus (COVID-19). In continuation, it has since been decided that all Central Government offices shall ensure that every meeting commences with messages on Covid-19 related precautions, so as to sensitize officers and staff about the pandemic. The messages may be focused on creation of awareness relating to wearing of masks, physical distancing, hand hygiene and strict adherence to SOPs issued by MoHFW.


(Satish Kumar)

Under Secretary to the Government of India

To

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS (PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director, NIC, DoP&T