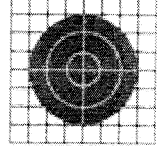
	ORDNANCE FACTORY BOARD MINISTRY OF DEFENCE AYUDH BHAVAN 10-A, SHAHEED KHUDIRAM BOSE ROAD KOLKATA-700 001	 OFB
Phone No. (033) 2248-0978	E-mail id: admin.ofbhq@ofb.net	
No. 1240 Misc./Per/Policy	Dated : 19-03-2020	

(THROUGH : OFB COMNET)

To
The Sr. General Manager(s)/General Manager(s)/Head of Unit(s)
All Ordnance Factories/Units.



Sub : To comply with the instructions of Cabinet Secretariat in respect of Novel Coronavirus (COVID-19) – regarding.

Ref : i) MOD F.No. 8(28)/2020-D(Coord/DDP) dt. 17-03-2020.
ii) OFB Circular of even number dated 17-03-2020.

In continuation of this Office letter cited under reference (ii) above, a copy of above referred MOD communication cited at reference (i) above along with its enclosures is forwarded herewith for information and compliance at all OFs/Units accordingly.

Encl.: As above.


(K K Biswas)

Staff Officer/Admin. & Grv.
For Director General, Ordnance Factories.

Copy to :-

- 1) All Members/OFB
- 2) The Secretary/OFB
- 3) PS to DGOF & Chairman/OFB
- 4) The PC of A(Fys), Kolkata
- 5) The DG of Audit (OFs), Kolkata
- 6) All JCM(OFB) Staff Side Members

IMPORTANT

F. No. 8(28)/2020-D(Coord/DDP)
Government of India
Department of Defence Production
D(Coord/DDP)

South Block, New Delhi
Dated: 17th March, 2020

To

DGQA/ DGAQA,
DGOF & Chairman, OFB,
DEO
Dte (P&C)
Dte (Standardisation)
CMDs of all DPSUs

Subject: To comply with the instructions of Cabinet Secretariat in respect of Novel Coronavirus (COVID-19) – reg.

Sir,

I am directed to forward herewith a copy of Cabinet Secretariat's D.O. No. 272/2/1/2020-Cab.III dated 08.03.2020 alongwith annexure (instructions for circulation and compliance by all concerned) on the above mentioned subject.

2. Apart from above, Secretary (Coordination), Cabinet Secretariat has also conveyed that:-

- (i) Conferences, seminars, non-essential training programmes etc. involving mass gatherings should be postponed till 15th April, 2020;
- (ii) Conferences, seminars, interactions etc. which involves participants from abroad should not be held;
- (iii) Any function in conjunction with State Governments or with any private industrial organisations such as FICCI etc. should also be postponed;
- (iv) To the extent possible, video-conferencing method should be adopted to hold meetings with minimum human interface;
- (v) Essential training programmes in training institutes can be conducted taking proper preventive measures.

2. Apart from above, Secretary (Coordination) also referred to various guidelines in the matter uploaded by the Ministry of Health and Family Welfare on its website and advised to adhere to the same to control the situation.

3. All concerned organisations are, therefore, requested to comply with the above directions.

Encl: As above.

Yours faithfully,

(S. Ś. Bedi)

Deputy Secretary to the Govt. of India
Tele: 23012065

Copy to:
JS(DIP)/ JS(LS)/ JS(AS)/ JS(NS)/ JS(P&C)

SL(46)
17/3/2020

राजीव गाँवा
Rajiv Gauba



सत्यमेव जयते



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

- (i) **Ministry of Home Affairs (including NDMA, NDRF, CAPFs, Bureau of Immigration, Land Port Authority of India etc.)**
- a. Identification of facilities/buildings that can be used as quarantine centres or can be converted to temporary hospitals with isolation facilities;
 - b. Bureau of Immigration to provide regular and timely information (together with contact details) on international travellers arriving in India through airports, ports and land border crossings;
 - c. NDMA/NDRF may ensure continuity of essential services, conduct training workshops, mock-drills and awareness generation exercises particularly at Points of Entry in coordination with CISF;
 - d. Bureau of Immigration to ensure prompt and strict implementation of Visa restrictions issued from time to time;
 - e. Maintenance of law and order and essential services.
- (ii) **Ministry of External Affairs**
- a. Convey situational update(s) from affected countries in terms of number of cases, their spatial and temporal distribution and trendsetc;
 - b. Provide information on travelers arriving from affected countries, especially Indians;
 - c. Issue of advisories to Indians in other countries;
 - d. Ensure prompt and proper implementation of Visa restrictions issued;
 - e. Advise on impact of trade and travel restrictions for India;
 - f. Monitor and take necessary action to ensure that unnecessary travel / trade restrictions are not imposed on India by other countries;
 - g. Maintaining contact with Indians citizens in foreign countries and ensuring provision of appropriate medical/treatment and other facilities to them.
- (iii) **Ministry of Defence**
- a. Identify facilities/buildings that can be used as quarantine centres or can be converted to temporary hospitals with isolation facilities;
 - b. Support in extending network of hospital and laboratory facilities by permitting use of facilities by civilians;
 - c. Contribute to the pool of public health experts by identifying experts/faculties within Armed Forces;
 - d. Train faculty of Armed Forces Medical colleges/Cantonment hospitals/Station Health Officers on COVID-19 preparedness and response
 - e. Disseminate public health messages to its organizations as well as general community on preventive public health measures like respiratory and hand hygiene and prompt identification and reporting of symptoms.

- (iv) **Ministry of Railways**
- a. Identify facilities/buildings that can be used as quarantine centers or can be converted to temporary hospitals with isolation facilities;
 - b. Support in extending network of hospital and laboratory facilities by permitting their use by general public;
 - c. Disseminate public health messages at railway stations and on trains;
 - d. Contribute to the pool of public health experts by identifying experts/faculties in their organizations;
 - e. Facilitate transportation of essential commodities including medical supplies;
- (v) **Ministry of Labour (ESIC)**
- a. Identify facilities/buildings that can be used as quarantine centers or can be converted to temporary hospitals with isolation facilities;
 - b. Support in extending network of hospital and laboratory facilities by permitting their use by general public;
 - c. Disseminate awareness on preventive measures at all subordinate offices, hospitals and clinics
- (vi) **Ministry of Civil Aviation**
- a. Ensure strict compliance with screening protocol for international travelers, as decided, and share such information with relevant stakeholders;
 - b. Display prominently public health messages at all offices and airports.
 - c. Facilitate establishment and proper maintenance of earmarked aerobridges.
 - d. Ensure that all airlines are made aware of the precautionary measures to be undertaken, and are trained in management of onboard suspect cases, making appropriate in-flight announcements, and in filling up of self-declaration forms by all travelers and crew;
 - e. Facilitate transportation of essential commodities including medical supplies.
- (vii) **Ministry of Shipping**
- a. Ensure strict compliance with screening protocol for international travelers, as decided, at all ports and share such information with relevant stakeholders;
 - b. Display prominently public health messages at all offices and ports;
 - c. Ensure that shipping industry, particularly cruise ships are made aware of the precautionary measures to be undertaken, and are trained in management of on-board suspect cases, and filling up of self-declaration forms by all travelers and crew;
 - d. Facilitate transportation of essential commodities including medical supplies
- (viii) **Ministry of Consumer Affairs, Food and Public Distribution**
- a. Ensure sanitation measures and public display of health messages at all offices and community level outlets;
 - b. Maintain essential supplies

- 7
- (ix) **Ministry of Information and Broadcasting**
- a. Develop comprehensive media strategy / plan to disseminate information about the virus, which may include addressing rumours/myths particularly on social media;
 - b. Roll out appropriate communication materials for National and State campaign (including translation in local languages) and facilitate availability of slots for media communication in print / visual media.
 - c. Utilize the field publicity units for social mobilization.
- (x) **Department of Pharmaceuticals**
- a. Maintain situational awareness on supply and demand of essential APIs and act well in advance to avoid crisis situation
 - b. Regulate drugs required for COVID Pandemic.
 - c. Address production of such drugs as maybe recommended by MOHFW.
- (xi) **Directorate General Foreign Trade**
- a. Monitor the export of essential APIs/drugs/masks etc. and implement export restrictions as approved from time to time;
 - b. Facilitate import of essential APIs/drugs etc.in consultation with Ministry of Health and Family Welfare
- (xii) **Department of Science and Technology/ Biotechnology**
- a. Support in extending network of laboratory facilities;
 - b. Support research for diagnostics and vaccines;
 - c. Support their adequate availability in India
- (xiii) **Indian Council of Medical Research**
- a. Extend network of laboratory facilities to ensure timely testing even at remote locations
 - b. Support research for diagnostics and vaccines
 - c. Support their adequate availability in India
- (xiv) **Ministry of Panchayati Raj**
- a. Facilitate Gram Panchayats and Panchayat Samiti Meetings to spread awareness on COVID-19;
 - b. Facilitate environmental sanitation at village through Village Health and Sanitation Committee
- (xv) **Ministry of Housing & Urban Development Department**
- a. Identify facilities/buildings that can be used as quarantine centers or can be converted to temporary hospitals with isolation facilities
 - b. Ensure that all Urban Local Bodies maintain environmental sanitation;
 - c. Display hoardings/banners with related IEC content all prominent places and in places of congregation.

(xvi) Ministry of Women & Child Development

- a. Facilitate utilization of Anganwadi workers and supervisors in surveillance and other community level activities by MoHFW
- b. Facilitate mobilization of Self-Help Groups(SHG) to create awareness
- c. Proper sanitation at Anganwadi centers and health education to children and their parents

(xvii) Ministry of Transport

- a. Ensure sanitation of seats, handles & bars of all public transport vehicles;
- b. Display of public health messages on public transport vehicles

(xviii) Ministry of Textiles

- a. Ensure availability of medical textiles and equipment particularly PPEs
- b. Develop and implement short and long term plans to ensure availability of PPEs in India particularly in terms of their manufacture, standardization and testing

(xix) Ministry of Minority Affairs

- a. Identify facilities/buildings that can be used as quarantine centers or can be converted to temporary hospitals with isolation facilities;
- b. Disseminate public health messages at all subordinate and field offices.

(xx) Ministry of Tourism

- a. Identify facilities/buildings that can be used as quarantine centers or can be converted to temporary hospitals with isolation facilities;
- b. Facilitate surveillance activities especially in respect of international travelers
- c. Adhere to guidelines on environmental sanitation
- d. Disseminate public health messages at all hotels
- e. Maintain vigil particularly in major tourist spots and towns across the country.