

प्रसार भारती : Prasar Bharati
भारतका लोक सेवा प्रसारक : India's Public Service Broadcaster
सामान्य प्रशासन अनुभाग: General Administration Section
प्रसार भारती सचिवालय: Prasar Bharati Secretariat
Prasar Bharati House: Copernicus Marg,
Mandi House: New Delhi: 110001

No. D-13023/15/2019-20/GA-I/Part file/e-8876
~~Date 14.04.2021~~

Date: 14-04-2021

Office Memorandum

Subject:-Preventive measures to contain the spread of Coronavirus(COVID-19) – reg.

Ref: - Ministry of I&B letter F.N. A-50013/4/2020-Admin.II dated 13.04.2021

This is in super-session of previous Prasar Bharati Secretariat OM of even number dated 16.02.2021 on the subject matter.

2. Reference to Ministry of Information and Broadcasting letter No. F.No. A-50013/4/2020-Admn-II dated 13.04.2021 with regards to preventive measures to contain the spread of Novel Coronavirus COVID-19.

3. In view of the unprecedented surge in Novel Coronavirus (COVID-19), the following measures may be adopted at the work place, keeping in view that Prasar Bharati is performing essential services as national public broadcaster:

- a. All Organisational Heads may work out the modalities of attendance within their offices, so as to ensure 24X7 operational requirements of Prasar Bharati network.
- b. It will be ensured that adequate redundancy of operational manpower is always maintained by staggering their work from home/ office, as required, so that the operations are not hindered due to unchecked spread of COVID-19 with in offices.
- c. Staggered times for office may be followed to ensure continuity in work.
- d. All officials who are working from home on a particular day should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
- e. All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. However they will notify the same to their Organisational Heads in this regard, alongwith a copy of the Notification Order. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronics means of communications at all times.
- f. All the Departments/ Heads of Departments shall ensure that the National Directives of COVID-19 management, which include instructions issued for regular sanitization/ cleaning of working places, maintenance of social distancing norms, wearing of masks



etc. are strictly complied with. It may also be strictly ensured that there is no crowding the corridors.

4. Heads of the Departments/HOO may please ensure strict implementation of these instructions.

This issues with the approval of CEO, Prasar Bharati.



(Jagat Singh Chauhan)
Deputy Director(GA)

Encl: Ministry of I&B dated 13.04.2021

To

1. Principal DG, NSD :AIR, DG:AIR, DG:DDn, DG:DD News
2. All Zonal Heads Regional AIR and DD.(NZ,SZ,WZ, EZ,NEZ), (Engineering & Programme)/CE, CCW
3. All Station Heads/ HOD, AIR & Doordarshan
4. CVO, Prasar Bharati
5. DDG (T) for circulation in e-office

Copy for information to

1. Staff Officer to CEO, PB
2. PS to Member (F), PB
3. PS to E-in-C (Broadcast operations), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/ (B&A)/ (Fin.)/ (Tech.) , PBS
6. ADG(Economic Research), ADG(IR/Marketing), ADG(Procurement), ADG(Content Operations), Prasar Bharati.
7. DDGs (Admin.) / (Fin.)/(Tech.)/ (Tech. &Coordination)/ (Ops.)/(LM&HR-C), PBS
8. All Director / Dy. Director/ AD/AE/Pex,PBS
9. AE (GA)
10. Notice Board,