The Postmaster General, Northern Region, Kozhikode - 673 011
2. The Postmaster General, Central Region, Kochi - 682 020
3. The Director of Accounts (Postal), Thiruvananthapuram – 695 001
4. The SSPOs- Thiruvananthapuram (N) – 695 001 / Kollam Divisions - 691 001
5. The SSRM, 'TV' Division, Thiruvananthapuram-695 036
6. The SPOs, Trivandrum(S)-695 036/Pathanamthitta-689 645/Trivalla-689 101 Divisions.
7. The Superintendent, PSD, Thiruvananthapuram- 695 023
8. The Superintendent, KCSD, Ernakulam- 682 020
9. The Exe. Engineer, Postal Civil Division, Thiruvananthapuram - 695 009
10. The Asst Engineer, PESD, Paruthippura, Thiruvananthapuram - 695 015

No. Gen/14-3/2017 dated at Thiruvananthapuram 695033, the 03.2020

Sub : Preventive measures to contain the spread of COVID-19

Kindly find enclosed a copy of the Dte (PO Division) letter No. 27-20/2018-PO dated 19.03.2020 forwarding letter No. 11013/9/2014-EST (A-III) dated 19.03.2020 of Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions on the above subject for information and necessary action. The indicative actions to be followed in this occasion is enclosed as annexure-I. These orders will remain in force till 04.04.2020.

Copy forwarded to:

1. All Section Officers in Circle Office - For information and necessary action.
2. Consultant to Chief PMG/ PS to DPS (HQ)
3. The OS / Deputy OS, Circle Office
4. Circle Secretary, AIPAOEA, Kerala Circle

Assistant Director (General Administration)
Preventive measures to contain the spread of COVID-19

Circle Office/Regional Office/Divisional Office/O/o DAP/PSD/KCSD

1. All Group-A Officers will attend office on a regular basis preferably using their own modes of transport. Group Officers should arrange themselves in a manner that their link officers are available for duty for a week and to be alternated the following week. Group officers may ensure that 50% of the staff manning the sections in their control attend office and the remaining 50% the following week. Group Officers may sit together with their staff and identify works which can be carried out from home and allot such works and prepare a consolidated list branch-wise and give a copy to DPS (HQ)/DPS (Regions). Online monitoring tools, works which were deferred for a long time due to paucity of time etc can be undertaken now.

2. Group Officers should sit together and draft a roster plan for the next two weeks with immediate effect. Group Officers should prioritise officials who are young/not pregnant/ not having grave medical conditions/residing close to office or those who have their own modes of transport to travel to the office in the first week. Officers may also enforce staggered attendance of the staff reporting to them as per the following timings:-

(a) 9 a.m. to 5.30 p.m.
(b) 9.30 a.m. to 6 p.m.
(c) 10 a.m. to 6.30 p.m.

3. Landline and mobile, emails and WhatsApp numbers of all officials reporting to them should be obtained and officials may be informed that they should be available on telephone and electronic means of communication at all times and should attend office if called for during exigencies and/or emergencies.

4. Employees allowed to stay at home will not participate any congregation/ gathering or travel. Violation if noticed will be viewed seriously.

5. Regional Office of CR and NR will undertake a similar exercise and report compliance.

6. Office of DA(P) may also please undertake a similar exercise and report compliance.

7. In respect of Divisional Offices, Divisional heads may consider alternate week attendance in Divisional Offices for the staff ensuring the same principle of link arrangements. Outdoor activities of Sub Divisional heads be kept to the barest minimum and only in case of extreme emergency, they should be asked to move out of their offices, so also with respect to the movements of ASP (OD). Divisional Heads may also act in accordance with the instructions issued in para 2 & 3 of this Annexure.
8. The functioning of the Recreation Clubs crèche if any, is to be closed immediately till 04.04.2020.

9. Utmost care be taken to ensure the personal hygiene of canteen staff and that the food cooked for staff is prepared in a hygienic condition and so also waste disposal system be tweaked keeping in mind the safety and hygiene of officers and the staff attending the office.

10. Guidelines issued from time to time on the subject received from the Directorate/Circle Office are being circulated and posted on the Kerala Post website also which may be strictly adhered to.

These orders will remain in force till 04.04.2020.