



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सैक्टर-1, नोएडा-201 301, (उ० प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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MOST IMMEDIATE

F. No. IWAI/Admn/BAS/2010

Dated 06.03.2020

CIRCULAR

Sub. : Regarding temporary suspension/ exemption from Biometric Attendance.

As per letter No. F.2(250)/11&FW/ADMN./2017/12625 dated 04/03/2020 of the Spl. Secretary (Admn.), Health & Family Welfare Department, Govt. of NCT of Delhi, it was decided to suspend the Biometric attendance.

2. In view of the above, the Biometric attendance of all officers/officials/Contractual staff/Contingent staff shall be suspended, in the interest of all staff till further order, due to corona virus threat which is a contagious virus that causes respiratory infection, can transfer from human to human on their touch of common object. However, all the employees are requested to make their attendance in Attendance register during this period. DGHS General Advisory for Public is herewith attached for information.

This issues with the approval of the Competent Authority.

Neeraj Singh
06.03.2020.

(Neeraj Singh)

Assistant Secretary (Admn. & Rectt.)

Encl. : As above.

Copy to :- (By E-mail)

- i) Chief Engineer (Technical)/ Chief Engineer-P.M. (JMVP)/ Hy. Chief/ Director (F&A)/ Director (IT)/ Director (NWs)/ Director (M)/ Director (NER)/ Director (Traffic)/ Director (Technical)/ Director (Hydrography)/ Assistant Secretary (Estt.)/ Assistant Secretary (Admn. & Rectt.), IWAI, Noida
- ii) Deputy Secretary, NINI, IWAI Patna
- iii) Chief Engineer, IWAI, Patna
- iv) Director, IWAI, Kolkata/Kochi/Guwahati
- v) Sub-office – Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneswar
- vi) Director (IT), IWAI, Noida – For uploading on IWAI Website
- vii) Hindi Cell – For Hindi Translation
- viii) Notice Board
- ix) Master Copy
- x) Office Copy

Copy for kind information to :- (By E-mail)

PPS/ PS/ PA to Chairperson/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member (Traffic)/ Secretary, IWAI.

Noval Coronavirus (2019-nCoV)-General Advisory for Public

2019 novel coronavirus (2019-nCoV), Wuhan coronavirus, is a contagious virus that causes respiratory infection, can transfer from human to human.

Symptom

- Fever
- Difficulty in Breathing
- Coughing
- Tightness of Chest
- Running Nose
- Head Ache
- Feeling of being Unwell
- Pneumonia
- Kidney Failure

Incubation Period: 14 days asymptomatic

Mode of transmission

Human Coronavirus (2019-nCoV) most commonly spread from an infected person to other through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hand
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

How to reduce risk of Coronavirus infection (2019-nCoV)

- Clean hand with soap and water or alcohol based hand rub
- Cover nose and mouth when coughing & sneezing with tissue or flexed elbow
- Avoid close contact with anyone with cold or flu like symptoms
- Avoid frozen meet
- Isolation of symptomatic patients for atleast 14 days.

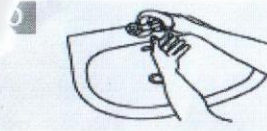
DO's and DON'T's

DO's	DON'Ts
<ul style="list-style-type: none"> • Cover your nose and mouth with disposable tissue or handkerchief while coughing or sneezing • Frequently wash your hands with soap and water • Avoid crowded places • Person suffering from Influenza like illness must be confined at home • Stay more than one arm's length distance from persons sick with flu • Take adequate sleep and rest • Drink plenty of water/liquids and eat nutritious food • Person suspected with Influenza like illness must consult doctor 	<ul style="list-style-type: none"> • Touching eyes, nose or mouth with unwashed hands • Hugging, kissing and shaking hands while greeting • Spitting in public places • Taking medicines without consulting doctor • Excessive physical exercise • Disposal of used napkin or tissue paper in open areas • Touching surfaces usually used by public (Railing, door gates, etc) • Smoking in public places • Unnecessary testing

24*7 Control Room has been established at DGHS (HQ), may be contacted for any query related to nCoV-2020

Ph: 011-22307145, 22300012, 22300036

for Hand washing



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



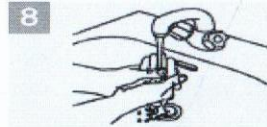
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



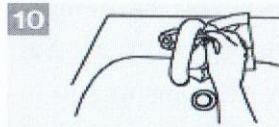
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

कोरोना वायरस

कोरोना वायरस एक तरह का संक्रमित वायरस है। यह वायरस एक व्यक्ति से दूसरे व्यक्ति में संक्रमण के जरिए फैलता है। इस वायरस के लक्षण निम्नलिखित की तरह हैं।

कोरोना वायरस के लक्षण :-

- सिर दर्द।
- साँस लेने में तकलीफ़।
- छींक।
- खांसी।
- बुखार।
- किडनी फेल।

कोरोना वायरस से बचाव :-

- अपने हाथ साबुन और पानी या अल्कोहल युक्त हैंडरब से साफ करे।
- खांसते और छींकते वक्त अपनी नाक और मुँह को टिशू या मुडी हुई कोहनी से ढके।
- जिन्हें सर्दी या फ्लू जैसे लक्षण हो तो उनके साथ करीबी संपर्क बनाने से बचें।

क्या करें - क्या न करें

क्या करें	क्या न करें
<ul style="list-style-type: none">• खाँसने और छींकने के दौरान अपनी नाक व मुँह को कपड़े अथवा रुमाल से अवश्य ढकें• अपने हाथों को साबुन व पानी से नियमित धोयें• भीड़-भाड़ वाले क्षेत्रों में जाने से बचें• फ्लू से संक्रमित हों तो घर पर ही आराम करें• फ्लू से संक्रमित व्यक्ति से एक हाथ तक की दूरी बनाए रखें• पर्याप्त नींद और आराम लें• पर्याप्त मात्रा में पानी / तरल पदार्थ पियें और पोषक आहार खाएं• फ्लू से संक्रमण का संदेह हो तो चिकित्सक से सलाह अवश्य लें।	<ul style="list-style-type: none">• गंदे हाथों से आँख, नाक अथवा मुँह को छूना• किसी को मिलने के दौरान गले लगना, चूमना या हाथ मिलाना• सार्वजनिक स्थानों पर थूकना• बिना चिकित्सक के परामर्श के दवाएं लेना• इस्तेमाल किए हुए नेपकिन, टिशू पेपर इत्यादि खुले में फेंकना• फ्लू वायरस से दूषित सतहों का स्पर्श (रेलिंग, दरवाजे इत्यादि)• सार्वजनिक स्थलों पर धूम्रपान करना• अनावश्यक एच 1 एन 1 की जांचें करवाना

सम्बंधित जानकारी के लिए 24x7 कंट्रोल रूम के निम्नलिखित नम्बरों पर संपर्क करे-

22307145, 22300012, 22300036