

CENTRAL SILK BOARD
MINISTRY OF TEXTILES – GOVERNMENT OF INDIA
CSB COMPLEX, B.T.M. LAYOUT, MADIVALA, HOSUR ROAD
BENGALURU– 560 068.

No.CSB-63(1)/2020-ES.I

Date: 09/07/2020

NOTE


Please find attached herewith an Appeal from Member-Secretary, Central Silk Board to the Officers and Staff of CSB working in various Institutes / Units across the country for adopting preventive measures for containing the spread of infection caused due to COVID-19 pandemic for the safety of self, fellow colleagues and family members.

Sd/-
{JULIAN TOBIAS}
JOINT DIRECTOR (ADMN..)

To

All the Officers / Officials of
Central Silk Board

Copy for information to: The Directors / Incharge Officers / Officials of all the Institutes / Units of CSB / Central Office. It is requested to kindly arrange to circulate the same among all the Officers and staff in their respective Institutes / Units.


9-7-2020
[JULIAN TOBIAS]
JOINT DIRECTOR (ADMN..)

केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)

केरेबो कांप्लेक्स, बी.टी.एम. लेआउट,
मडिवाला, बेंगलूरु-560 068.



CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,
Madiwala, Bengaluru-560 068.

No.CSB-63(1)/2020-ES.I

Date: 09/07/2020

APPEAL

I appeal to all the Officers and Staff of CSB working in all stations of the country to exercise extreme caution and adopt preventive measures to prevent the spread of infection caused due to COVID-19 pandemic.

Although the instructions issued by Ministry of Health and Family Welfare have been brought to the notice of all the concerned through CSB Website and also through oral and electronic communication, there is need to sensitize Officers and Staff to ensure that:

1. They maintain a minimum 6 ft distance in office/public places.
2. Use of face masks at all times in Office.
3. Use of alcohol based sanitizers and practice of washing hands with Soap frequently.
4. Canteen should work in take away mode without seating
5. Following respiratory etiquettes such as covering of mouth and nose while coughing / sneezing
6. Use of IP Msg, electronic mail, sharing files through the internet and movement of files to be restricted only to the final stage to avoid unnecessary shuttling of files.
7. To develop ways of efficiently working from home when required.
8. While entering the Office premises, each officer / official should inevitably undergo thermal screening arranged by the respective Institute / Office / Unit and any one found with symptoms such as fever, cough and cold, breathing problem should immediately inform the next available fellow Officer / Official and if required get themselves tested to contain the spread of the infection.
9. Meetings should be held as far as possible through Video Conference
10. To check the Arogya Sethu App regularly and to self monitor health and to report any illness without delay.
11. It may also be noted here that negligence exhibited by any of the employees causing any infection is punishable under the National Disaster Management Act and this applies to all the employees of CSB.

Besides, each Institute / station should ensure that the Office premises / campus are sanitized frequently and are maintained neat and tidy

I hope each employee of CSB takes these instructions seriously in these difficult times and takes adequate precaution for safety of self, fellow employees of CSB and family members.


9.7.20

[RAJIT RANJAN OKHANDIAR]
MEMBER-SECRETARY



पो.बा.सं/ P.B. No. : 6825
वेबसाइट / website : <http://csb.gov.in>

Your Assurance of Pure Silk



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Eco Friendly Indian Silks