

छत्तीसगढ़ शासन
सामान्य प्रशासन विभाग
महानदी भवन, नवा रायपुर, अटल नगर

क्रमांक: 359 /स.सा.प्र.वि./2020

नवा रायपुर, अटल नगर, दिनांक 20/07/2020

प्रति,

1. समस्त विभागों के भारसाधक सचिव,
2. समस्त संभागायुक्त,
3. समस्त कलेक्टर,
4. समस्त विभागाध्यक्ष,

विषय:- प्रशिक्षण संस्थानों के संचालन के संबंध में भारत सरकार के दिशा-निर्देश।

संदर्भ:- कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार का कार्यालय परिपत्र क्रमांक 19011/1/2020 दिनांक 03/07/2020

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संदर्भित पत्र द्वारा कार्मिक एवं प्रशिक्षण विभाग, भारत सरकार द्वारा भारत सरकार एवं राज्य सरकारों के विभिन्न प्रशिक्षण संस्थानों के संचालन के संबंध में दिशा-निर्देश प्रदाय किये गये हैं जो आवश्यक कार्यवाही हेतु संलग्न प्रेषित हैं। साथ ही राज्य शासन द्वारा यह भी निर्देशित किया जाता है कि वर्तमान परिस्थितियों में प्रशिक्षण ऑनलाईन प्रदाय किया जाये। ऑनलाईन प्रशिक्षण की व्यवस्था सुनिश्चित करते समय भी सोशल/फिजिकल डिस्टेंस रखने के संबंध में समय-समय पर जारी दिशा-निर्देशों का अनिवार्य रूप से पालन किया जाये।

2/ अत्यंत प्रशासकीय आवश्यकता होने की दशा में प्रशिक्षण संस्थानों में प्रशिक्षण पूर्वानुमति प्राप्त कर ही आयोजित किया जाये।

उपरोक्तानुसार निर्देशों को सर्वसम्बद्धियों को सूचित कर पालन सुनिश्चित किया जाये।

(डॉ. कमलप्रीत सिंह)
सचिव,

छत्तीसगढ़ शासन
सामान्य प्रशासन विभाग

पृ.क्रमांक: 359-A/स.सा.प्र.वि./2020

नवा रायपुर, अटल नगर, दिनांक 20/07/2020

प्रतिलिपि:-

1. राज्यपाल के सचिव, राजभवन, रायपुर,
2. अपर मुख्य सचिव, मान. मुख्यमंत्री जी, मंत्रालय, महानदी भवन, नवा रायपुर, अटल नगर,
3. प्रमुख सचिव, विधान सभा सचिवालय, जीरो पाईट रायपुर,
4. विशेष सहायक/निज सहायक, समस्त मान. मंत्रीगण, मंत्रालय, महानदी भवन, नवा रायपुर, अटल नगर,
5. उप सचिव, मुख्य सचिव कार्यालय, मंत्रालय, महानदी भवन, नवा रायपुर, अटल नगर,
6. रजिस्ट्रार जनरल, छत्तीसगढ़ उच्च न्यायालय, बिलासपुर,
7. समस्त अपर मुख्य सचिव/ प्रमुख सचिव/सचिव मंत्रालय, महानदी भवन, नवा रायपुर, अटल नगर
8. सचिव, छत्तीसगढ़ लोक सेवा आयोग, रायपुर,
9. सचिव, छत्तीसगढ़ लोक आयोग, रायपुर,

10. सचिव, राज्य योजना आयोग/राज्य उपभोक्ता विवाद प्रतितोषण आयोग/राज्य मानव अधिकार आयोग/राज्य निर्वाचन आयोग/राज्य सूचना आयोग/राज्य महिला आयोग/राज्य पिछड़ा वर्ग आयोग/राज्य अनुसूचित जाति आयोग/राज्य अनुसूचित जनजाति आयोग/राज्य अल्पसंख्यक आयोग/राज्य बाल अधिकार संरक्षण आयोग/राज्य युवा आयोग/राज्य विद्युत नियामक आयोग, छत्तीसगढ़ रायपुर,
11. संचालक, जनसंपर्क संचालनालय, इन्द्रावती भवन, नवा रायपुर, अटल नगर, की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित।


सचिव,
छत्तीसगढ़ शासन
सामान्य प्रशासन विभाग

No 19011/1/2020-TFA
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Old JNU Campus, New Delhi
Dated the 3rd July, 2020

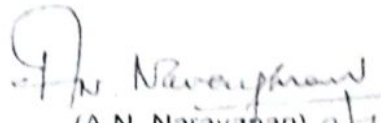
OFFICE MEMORANDUM

Sub: Containment of Covid-19 - Standard Operating Procedure (SOP) for functioning of Training Institutes of the Central and State / UT Governments w.e.f. 15th July, 2020 - reg.

The undersigned is directed to refer to Ministry of Home Affairs' Order No 40-3/2020-DM-I(A) dated 29th June, 2020 vide which guidelines for Phased Reopening (Unlock 2), outside Containment Zones, as part of measures for containment of Covid-19 have been issued. As per these guidelines, Training Institutes of Central and State Governments will be allowed to function w.e.f. 15th July, 2020 in accordance with the SOP to be issued by DoP&T.

2. Accordingly, the SOP finalized in consultation with the Central Training Institutes is at Annexure.

Encl: As above.


(A N Narayanan) 3/7/2020
Deputy Secretary to the Govt. of India

Distribution as per Standard Lists to

1. Secretaries to the Government of India
2. Chief Secretaries / Administrators of State / UT Governments
3. Cadre Controlling Authorities of All India/Central Services
4. Heads of Central Training Institutes
5. Heads of Training Institutes functioning under Central Ministries / Departments / Autonomous organizations
6. Heads of State / UT Administrative Training Institutes
7. NIC, DoPT - for uploading on Department's website.

Sub: Reopening of Training Institutions of Central / State Governments – Framing of Standard Operating Procedure (SOP) – reg.

Ref Guidelines on Unlock 2 annexed to Ministry of Home Affairs' Order dated 29.06.2020

The Central and State Training Institutes shall observe the procedure outlined below and ensure that all the necessary steps are taken to avoid spread of Covid-19 while carrying out their activities with effect from 15.07.2020

I. General Guidelines

- As far as possible training programs should be conducted in digital/online/virtual mode. Where it is necessary to conduct training in physical mode, the duration of the training program should be reviewed carefully to make it more compact by separating the training curriculum into digital and physical mode.
- Observance of all social distancing, wearing of masks and other COVID related protocols, as prescribed by Central and State / District Health authorities from time to time should be ensured by the Training Institute.
- All Class rooms, Staff Rooms, offices, hostels, Corridors, Lobbies, Common areas and washrooms etc. should be thoroughly cleaned/sanitised as per procedure prescribed by the Ministry of Health and Family Welfare.
- With a view to ensure safety, on best effort basis, the Training Institutes should ensure that the *Arogya Setu* app is downloaded and installed by all trainees/other staff and faculty having compatible phones.
- Training Institutes should notify Nodal Officers for COVID related administrative responsibilities and also constitute Committees with clear demarcation of roles especially for COVID related matters.
- All the trainees and personnel of the Training Institutes should be encouraged to proactively disclose their health status including fever/cough/sore throat/influenza like symptoms, to the Institute medical authorities.
- A functional medical clinic/centre with the presence of qualified doctor(s) and nursing staff may be made available in each Training Institute with a protocol in place for treating of staff/faculty/trainees with flu like symptoms. SOPs should be developed in consultation with local Public Health Authorities to ensure quick response for testing and isolation/quarantine of symptomatic patients etc.
- Separate quarantine/isolation facility for COVID 19 positive / suspect cases should be created, in consultation with local Public Health Authorities, by the Training Institutes.
- Liaising should be established with local laboratories / hospitals/Ambulance services and District Health Authorities for providing prompt Covid 19 testing / treatment facilities.

Dr. Navin
3/7/2020

- The Training Institutes should check the status of trainee officers on *Arogya Setu* App upon their arrival in the Institute.
- On arrival in the Training Institute, the Institute will ensure compliance with the quarantine requirement as per the concerned State Government guidelines.
- The rooms allotted to the trainees can serve as place for their quarantine.
- Basic screening of trainees should be done on their arrival at the designated locations and only then be allowed to proceed to their allotted rooms in secured and sanitised hostels.
- Separate hostel room should be allotted to each trainee to the extent possible. In no case, more than 2 trainees should be accommodated in one room. Training programmes should be so staggered so that all trainees have sufficient space in the hostel and there is no overcrowding.
- It should be ensured that minimal numbers of trainees are accommodated in dormitories. Special emphasis should be placed on frequent sanitisation of such common washrooms/facilities/rooms.
- Movement of trainees within the campus should be restricted and it should be ensured that trainees stay in their allotted rooms and avoid common areas such as lounges etc.
- The trainees may be encouraged to take up self-cleaning of their rooms/use washing machines / laundromats so as to avoid contact with others.
- Trainees should always maintain strict and complete isolation during the quarantine period. The food and other essentials should be provided in the hostel room of the trainee during this period.
- It should be ensured that nobody is allowed to visit the trainees in quarantine.
- Training Institutes should provide thermometers to trainees in quarantine to regularly check their temperature levels. Tele-consultation with medical staff can be arranged, if possible, by the medical Institute.
- In case, any trainee develops flu like symptoms or is tested positive for COVID19, he / she should be immediately shifted to a separate quarantine facility / designated hospital in terms of the protocols issued by the local health authorities.
- All the trainees should be asked to maintain a note of their contacts on a daily basis from the date of their arrival in the Institute.
- There will be no outdoor physical activities during the quarantine period.

III. Classroom Sessions

- During the period of quarantine of trainees, the classes should be conducted online and the trainees will access online classes from their respective hostel rooms.
- After the period of quarantine is over, the trainees can attend the classroom while maintaining social distancing, using face masks and other safety measures as prescribed.

A. N. Narayanan
3/7/2020

- Sufficient ventilation should be ensured in the lecture halls/classrooms. Air Conditioners should be sanitized / cleaned as per prescribed guidelines. There should be sufficient time gaps between the consecutive sessions. Lengthy classroom sessions should be avoided.
- Reading Materials and case studies etc. should be made available in advance to the trainees so as to reduce the classroom session time.
- Tea/coffee and water etc. should be served in disposable cups/glasses, as far as possible.
- Basic screening including temperature scan may be carried out daily for all the officer Trainees attending classes. Trainees found to have temperature above the normal range (that could be because of any kind of flu) may self-isolate themselves till such time the COVID 19 infection is ruled out.
- Group exercises or group meetings may be encouraged to be held in online/virtual format only.

IV. Physical activities and Outdoors

- All the indoor facilities for physical exercise like Gym, swimming pool etc. should remain closed and should be operated as per the directions of the Central/State Government. The trainees may be encouraged to do Yoga in the room while maintaining social distancing.
- Decision on limited physical activities inside the campus especially during morning while following protocols may be taken by the Institution depending upon the availability of space, based on the guidelines from the Central / State Government.
- Social /cultural events or gathering or functions should be avoided during the training period.
- Outstation visits may be undertaken only after assessing the COVID 19 situation and travel related restrictions.

V. Mess and Dining:

- Meal timings may be staggered appropriately with adequate intervals. A suitable time table may be disseminated to all concerned with a view to minimize the time spent in the mess/dining hall with other trainee officers.
- Mess supervisors should ensure that all trainees and mess staff wash hands properly before entry into mess/kitchen. Touchless hand sanitizers may be installed outside the mess/dining halls.
- Sufficient distance should be observed by all while inside the mess/dining hall. Seating should be so organized that the trainees do not face each other while having their meals.
- Sharing of utensils-dishes, cups, soaps, towels etc. should not be allowed.

S/N Narayana
3/7/2020

VI. General

- The officer trainees may be discouraged to go out of the campus or stay outside the campus unless it is essential to do so. Such visits should be exceptional and made with the prior approval of the Director of the Institute.
- Efforts may be made to make available all the essential items such as stationery, snacks, toiletries, eatables, tea/coffee etc. within the campus.
- Immunity boosting products as recommended by the Medical Authorities and M/o AYUSH should be encouraged for use.
- Use of lifts should be discouraged. In case of using lift, the relevant etiquettes for social distancing should be strictly followed.
- In case a trainee tests positive, disinfection/sanitization/closing of the area/Institution may be done as per protocols of Central and State / District Health authorities

A.N. Navayana
03/4/2020