

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman.

No. 6/135/2020-PER/336

Dated : 14/04/2020

ADVISORY

All the staff members working in this UT Administration are requested to follow the advisory below in letter and spirit :-

- 1) All offices should be sanitized with Sodium Hypochlorite twice a day and further whenever required.
- 2) Everybody should use his personal soap and sanitizer.
- 3) Don't shake hands.
- 4) Don't touch your eyes, nose and mouth.
- 5) Maintain personal hygiene and a safe distance (more than one meter) from persons during interaction.
- 6) Cover nose and mouth with tissue or elbow while sneezing and / or coughing.
- 7) Don't participate in gatherings, including sitting in groups at canteens and other places.
- 8) Carry a small bottle of hand sanitizer and a portable bottle of sodium hypochlorite solution.
- 9) Disinfect vehicle keys, pen, door handle, lock & key using sodium hypochlorite.
- 10) Wipe your phone with tissue using sanitizer / sodium hypochlorite.

This issues with the approval of the Advisor to the Administrator, Dadra & Nagar Haveli and Daman & Diu vide diary No. 594043 dated 14/04/2020.


(Gurpreet Singh)
Deputy Secretary (Pers.)

To,
All Heads of Office (to circulate this Advisory among their staff)
Dadra & Nagar Haveli and Daman & Diu.

Copy to :

- 1) All the Secretaries, Dadra & Nagar Haveli and Daman & Diu.
- 2) The Deputy Inspector General of Police, DNH/DD.
- 3) The Collector, Dadra & Nagar Haveli/Daman/Diu.
- 4) All Joint Secretaries / Dy. Secretaries, DNH/DD.
- 5) The CEO District Panchayat, DNH/DD.
- 6) The General Manager, ODC, DNH/DD.
- 7) The Director of Accounts, DNH/DD.
- 8) The Deputy Director of Accounts, Diu.
- 9) The P.S. to the Administrator, Secretariat, Daman.
- 10) The P.A. to Advisor to the Administrator, Secretariat, Daman
- 11) The P.A. to Secretary (Pers.), Secretariat, Daman.
- 12) The Guard file.