

No. P-36014/2/2020-Investment Promotion
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Investment Promotion Section)

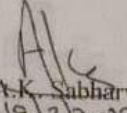
Udyog Bhawan, New Delhi 110011
Dated: 19th March, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to prevent spread of Novel Corona Virus (Covid-19)-reg

The undersigned is directed to refer to the guidelines issued by Ministry of Health and Family Welfare and Government of India in above context. As part of the public health response to the current situation related to COVID-19 you are requested to issue the following advisory to the members of your Association as well as your offices:

- (i) Wherever possible, maximum number of employees be encouraged to work from home;
- (ii) Factories to be sanitized effectively, especially where larger number of people are employed;
- (iii) Sanitizers may be kept at the entry, exit and other relevant points of work places and factories;
- (iv) Temperature of each worker to be monitored at the time of entry;
- (v) Ensure to pay employees' salaries on time;
- (vi) Timely payment to MSME vendors;
- (vii) Increase CSR activity in terms of support to public health system;
- (viii) Take care of conditions and regular payments of wages to contract workers, while continuing to support their livelihood.
- (ix) Keep reasonable quantity of hand sanitizers, face masks for use of employees.


(A.K. Subharwal)

Under Secretary to Govt. of India
Tel. No.: 2306 2122

To,

- (i) Shri Chandrajit Banerjee, Director General, CII (e-mail: cb@cii.in)
- (ii) Shri Dilip Chenoy, Secretary General, FICCI (e-mail: dilip.chenoy@ficci.com)
- (iii) Dr. Niranjan Hiranandani, President, ASSOCHAM (e-mail: assocham@nic.in).
- (iv) CEO, DMIC/NICDC Ltd.
- (v) Shri Deepak Bagla, MD&CEO, Invest India (e-mail: deepak.bagla@investindia.org.in)