

E. NO. DDA/1/2021  
Publications Division  
Ministry of Information & Broadcasting  
6<sup>th</sup> Floor, Soochna Bhavan,  
CGO Complex, Lodhi Road, New Delhi 110 003

Dated: 9<sup>th</sup> June, 2021

**CIRCULAR**

All Officers, Officials and Contractual Staff are directed to strictly follow the following guidelines/instructions:-

- i. Ensure all covid related guidelines are properly followed.
  - ii. Maintain office timing.
  - iii. Must switch off electrical and electronic equipments before leaving their room.
  - iv. Use hands sanitizer dispenser for hand sanitization only. It is observed that some employees are filling bottles from dispenser, this will damage the dispenser.
  - v. In case of complaint related to electricity problem like no electricity, fans, tubelights not working, may directly log it to CCW(E) at telephone no.24364530 or inform Smt. Sudesh Kansal in A&G Section, DPD.
2. This issues with the approval of Competent Authority.

*Krishna*  
(B.K. Biswas)  
Dy. Director (Admn.)  
Tele: 24368009

To,

- 1 All Officers, Officials, Contractual Staff, DPD

Copy to: PPS to DG