

IT Department

Inward / Dispatch

Diary No.: 85

Date: 15/10/2020

INDRAPRASTHA POWER GENERATION COMPANY LIMITED  
PRAGATI POWER CORPORATION LIMITED

(HR DEPARTMENT)

(Regd. Office: Himadri, Rajghat Power House Office Complex, New Delhi – 110 002)

Corporate Identity Number (CIN) – U40103DL2001SGC111530

Website: www.ipgcl-ppcl.gov.in

No.DM(HR)Policy/2020-21/17

Dated: 14<sup>th</sup> October, 2020

CIRCULAR

Enclosed are the formats regarding Action Plan to prevent the spread of COVID-19, particularly during the festive season for upcoming two months i.e. October and November, 2020 regarding intensive Campaign on COVID-19 for strict compliance and necessary action.

The weekly Action Plan is to be forwarded in the format prescribed to the Nodal Officer Dr. A. K. Singh, Asstt. CMO, Mobile No.9717694811, email ID - anilsingh15971@gmail.com on every Friday so that the details from all Departments so compiled are forwarded to Department of Power, Govt. of NCT of Delhi on every Monday.

Besides, forwarding letter by CMO dated 12.10.2020 in respect of Action Plan formats along with suggested Action Plan by Medical Department of IPGCL / PPCL in this regard are also enclosed for strict compliance.

This has approval of Competent Authority

Encl: As above

*Anil Taneja*  
15/10/2020  
(Anil Taneja)  
Dy. Manager (HR)  
Policy

Copy for information to:

1. ES to Managing Director
2. Sr. PS to All Directors
3. Sr. PS to AGM (HR) / All Plant GMs / CMO
4. Sr. Manager (IT): For uploading in the website of the Company. [COVID-19 WEEKLY REPORT FORMATS]
5. Notice Board

INDRAPRASTHA POWER GENERATION COMPANY LTD.

(An Undertaking of Govt. of NCT of Delhi)

(Regd. Office: Himadri, Rajghat Power House Complex, New Delhi-110 002)

Corporate Identity Number (CIN) – U40103DL2001SGC111530

Tele Fax No. 011-23273565; Website : www.ipgcl-ppcl.gov.in

No. CMO/2019-20/F-17/79

Date: 12.10.2020

AGM(HR)  
IPGCL-PPCL.

*for mgt (HR & Policy)*  
*12/10/2020*

*Don't B. P. P. P.*  
*14/10*

Sub: Action Plan to prevent the spread of Covid-19, particularly, during festive season for upcoming two months i.e. Oct & Nov, 2020 regarding intensive Campaign on COVID-19.

Ref: Dy. Secy. (Power) letter No. F.1/11/Power/2020/Admn Dtd. 09.10.2020

Sir,

You are kindly requested to arrange to circulate the enclosed "Action Plan" format among all the Sectional Heads of IPGCL-PPCL for compliance & necessary action please.

*12/10/2020*  
(Dr. Kanagaraju C.G. Infimate)  
Chief Medical Officer

*DM/HR/PPCL/181*  
*17/10/2020*

*GM/HR/1935*  
*13/10/20*


*Joint CHS/418*  
*14/10/20*

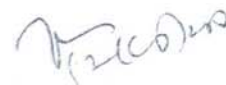
ANNEXURE-1

**Action Plan by Medical Department of IPGCL/PPCL  
to Prevent the spread of Covid-19, particularly,  
during festive season for upcoming two months,  
i.e., Oct & Nov, 2020 regarding intensive Campaign  
on COVID-19.**

**Covid-19 preventive measures to be taken:-**

1. Educate all to avoid public gatherings, unnecessary going out, celebrate virtually (through electronic media to the extent possible), wear mask whenever stepping out of house, maintain social distancing of minimum six feet, use hand-wash/sanitizers by issuing circulars/guidelines/advisories.
2. Issuance of Health Advisories/Circulars time to time as per the Govt. guidelines and Ministry of AYUSH Circulars regarding use of Immunity & Health booster guidelines. (being published through ERP).
3. Circulation of COVID-19 preventive DOs & DONTs, circulated from time to time by GNCTD, ICMR, MoH & Family Welfare, GOI.
4. Involvement of RWA, IPGCL/PPCL Staff colonies.
5. To encourage COVID-19 pledge campaign by requesting all GMs (T) and HODs to encourage all the employees in their respective departments. (Action to be taken by all HODs).
6. To encourage all the employees to install Arogya Setu App on their mobile phones (Action to be taken by all HODs).
7. Acronym, tagline, jingles and short animated videos may be organized involving all employees of IPGCL/PPCL by encouraging them to participate in these competitions and the best three entries may be rewarded





- judiciously (concerned department may be directed after taking approval of CA for administrative approval & sanction of an incentive).
8. To encourage basic practice of hygienic measures like etiquette while coughing, wash your hands with soap and water before eating food and at the time of turning the leaves of pages of a file. Use spittles; instead use dippers.
  9. The pledge on appropriate behavior to prevent COVID-19 is to be displayed on official website of by providing hyperlink on public notices and employees' corner.
  10. All HODs to prepare their letter heads to depict COVID-19 appropriate behavior.
  11. All offices to install Digital/ LED screen for promoting COVID-19 appropriate behavior.
  12. All HODs to be requested to give number of meetings conducted through VC only.
  13. **IEC campaign on COVID-19 appropriate behavior is done on regular basis as a continuous process.**
  14. Number of Health Talks / Group Discussions held on COVID-19 appropriate behavior: - YES, however all HODs to be requested to do so as frequently as possible.
  15. CA to be requested to hold a competition on paintings / slogans for appropriate behavior to prevent the spread of COVID-19 and revert the competitors judiciously, action to be taken by CMO.

**Innovative / exceptional ideas/ activities done to promote COVID-19 appropriate behavior: -**

*Alex*

*M. (2/20)*

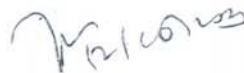
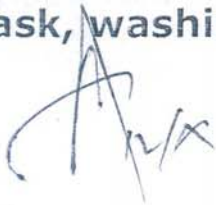
16. All Doctors of IPGCL/PPCL are hereby directed to educate every medical beneficiary on basic hygienic measures particularly to prevent COVID-19, i.e., wash your hands with soap and water in the community washbasin, please cover your Medical Prescription Card with a plastic cover and sanitize it with minimum 70 % alcohol based sanitizer, maintain a distance of minimum 6 feet. Wear mask properly which covers your nose and mouth properly (action to be taken by all Doctors of IPGCL/PPCL with a request to educate all employees under the control of respective HODs)

**Any other innovative / exceptional ideas/ activities to be done to promote COVID-19 appropriate behavior:-**

17. Collective responsibility of all HODs to spread the following message as a COVID-19 Pledge through their respective departments:-

**COVID-19 Pledge with "hands, face, space" motto- which advises people to wash their hands, avoid touching their face and giving enough space to those around you.**

**With focus on promoting the right way of wearing mask, washing hands, following social distancing**



**Directorate of Information and Publicity  
(Govt. of NCT of Delhi)**

FORMAT OF INFORMATION TO BE SUBMITTED BY ALL THE DEPARTMENTS OF GOVT. OF DELHI TO SUBMIT THEIR WEEKLY REPORTS ON IEC CAMPAIGN ON COVID-19 APPROPRIATE BEHAVIOUR

Name of the Department:-

Name of Nodal Officer:-

Contact No. of the Nodal Officer:

PERIOD OF WEEKLY REPORT:

DATE OF SUBMISSION OF REPORT:

S. No.	Action Type	Department Response
1	No. of people made aware on physical distancing, wearing masks, hand hygiene -	
2	No. of Masks distributed -	
3	No. of Hand Sanitizers distributed -	
4	No. of Nukaad Natakas conducted -	
5	No. of Banners/Posters installed -	
6	No. of Advertisement in Print Media Digital mode -	
7	No. of workshop/meeting conducted on this issue -	
8	No. of people administered pledge on Covid-19 appropriate behavior -	
9	Whether website's leading page show alert on Covid-19 appropriate behavior	
10	No. of officials, whose letter heads changed to depict Covid-19 appropriate behavior -	

	No. of People on whose mobile phone Aarogya Setu apps got installed -	
12	No. of Digital/LED screen installed for promoting Covid-19 appropriate behavior -	
13	No. of meetings conducted through VC only -	
14	Whether Nodal officer for IEC campaign on Covid-19 appropriate behavior -	Yes/No
15	No. of Health talks/Group discussion held on Covid-19 appropriate behavior -	
16	No. of competition on the issues conducted i.e. Painting/sloganw writing etc -	
17	Any other innovative/exceptional activity done to promote Covid-19 appropriate behavior -	

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(DEPARTMENT OF POWER)  
DELHI SECRETARIAT 8<sup>th</sup> LEVEL, B-WING,  
I.P.ESTATE NEW DELHI - 110002

No. F.1/11/Power/2020/Admn 3376

Dated 7-11-20

The C.E.O.  
TPDDL (NDPL)  
Kingsway Camp, Hudson  
lane,  
New Delhi

The GM (HR)  
Delhi Transco Limited,  
Shakti Sadan, Kotla Marg,  
New Delhi-110002

The C.E.O.  
BSES (RPL),  
BSES Bhawan, Nehru Place,  
New Delhi

The GM (HR)  
IPGCL/PPCL  
Himadari, Rajghat Power  
House,  
New Delhi-110002

The C.E.O.  
BSES Yamuna Power Limited  
Shakti Kiran Building,  
Karkardooma,  
Delhi

Sub: Intensive Campaign on COVID-19

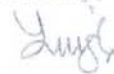
Sir,

Please refer to Circular no. Pr.Secy(PR)/235 dt. 01.10.2020, enclosed herewith, issued by Pr. Secretary (DIP), GNCTD regarding drafting of an "Action Plan", by departments/ corporations/ autonomous bodies, for two months i.e. October and November, 2020 regarding intensive campaign on COVID-19.

In this regard, I am directed to request you to furnish the inputs on the matter in 'Performa of Action Taken', which is self-explanatory, also enclosed, by Monday of every week till November 2020.

Encl: As above

Yours faithfully,



(J S Rana)  
Dy Secretary (Power)  
23392883

Copy to

1. PS to Secretary (Power)
2. PS to Spl. Secretary (Power)