



मंडल रेल प्रबंधक कार्यालय,
रतलाम (प.रे.)



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No. EP/487/Misc/2020

Date: 19.03.2021

All Concerned
RTM Division

Sub: Implementation of Standard Operating Procedure and National Directives for COVID 19 Management.

Ref: (i) HQ Office Letter No. DGM(G)/Misc/2020. dt. 16.02.2021.

(ii) HQ Office Letter No. DGM(G)/Misc/2020 dt. 03.03.2021.

(iii) HQ Office Letter No. DGM(G)/Misc/2020 dt. 18.03.2021

In order to prevent the spread of corona virus, SOP was issued vide this office letter of even number dated 13.8.20 for the division to be followed by all departments except attendance clause, which has been modified vide referred letter at (i) above. Further, in view of recent surge in COVID cases in Ratlam, competent authority (ADRM) has approved the following:

“BOs of concerned department may decide upon Work From Home (WFH) by employees of their department depending on arising of COVID positive cases in their department of Division. This exemption shall be valid only up to “31st March, 2021”. All BOs are also requested to ensure strict compliance of SOP as mentioned above with special emphasis on following items:

1. Mask must be worn by all Officers and employees of respective departments all the time and no one should be allowed to enter in their departmental jurisdiction without wearing a proper mask.
2. At entries of the Divisional office building, RPF personnel shall keep close watch for ensuring that no one enters without proper mask.
3. Thermal scanners have already been installed at of DIVISION Office building and detailed instructions regarding procedure to be followed in case person with high temperature is detected has already been issued vide letter referred at (ii) above.
4. Industrial type hand sanitizer machines have already been provided at entries of DIVISION buildings. Further, small sanitizers may be provided by concerned department on need basis.
5. It must be ensured by all Nodal Officers that regular surprise checks should be done by them or their authorized representative for cross checking enforcement of wearing of mask by all as well as maintenance of social distancing by all at all times.



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6. Meetings as far as possible may be continued with video conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
7. Outside visitors should be regulated as far as possible at entry gates.
8. Office timing for employees should be properly staggered.

Kindly ensure compliance of the same.

(K K SINHA)
ADRM-RTM

C/- DRM-RTM- FOR KIND INFORMATION