

केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगानाथ मार्ग/Baba Gangnath Marg,
मुनिरका /Munirka
नई दिल्ली/New Delhi 110067

F.No. CIC/Legal/Corona/2020/32

16 Mar 2020

Sub: Pre-cautionary Measures in the Wake of The Pandemic of Corona Virus (COVID-19).

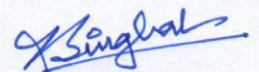
1. The Ministry of Health and Family Welfare, Government of India has issued an Office Memorandum Dated 5th Mar 2020 as advisory cautioning against mass gathering and the World Health Organisation has also declared Novel Coronavirus (COVID-19) as global pandemic advising against mass congregation.

2. On reviewing the advisory issued by the Government of India and in view of the opinion of public health experts including medical professionals and also considering the safety and welfare of all the visitors, litigants, lawyers, court staff, security, maintenance and support staff, student interns and media professionals, the Competent Authority in the CIC has been pleased to direct that the functioning of the Central Information Commission from 16 Mar 2020 to 31 Mar 2020 shall be restricted as follows:

- a) Hearing will be limited to urgent matters through video conferencing/ audio conferencing.
- b) Parties need not come to Central Information Commission unless it is essential. They may upload their submissions on the respective website URL link: <http://dsscic.nic.in/online-link-paper-compliance/add>
- c) Personal appearance of parties or their representatives is dispensed with.
- d) All visitors as well as the staff shall be tested at the existing check point at entry gate of reception.
- e) Gatherings shall be prohibited in the Central Information Commission.

3. Central Information Commission building and premises shall be sanitized on a daily basis by using appropriate formulations. All surfaces (e.g. desk and tables) and objects (e.g. –telephone, keyboards) shall be wiped with disinfectant regularly. Door handles / Lift nobs/railings shall be sanitized at least four times in a day.

- a) Staff Operating at various places should be trained on hand hygiene and sanitation.
- b) Any staff reporting symptoms of fever cough cold and respiratory distress should be granted sick leave and advised for medical care.
- c) No crowding should be allowed at reception and the security staff should be vigilant and alert.
- d) Informative, educative, communicative material approved by the government shall be made available in soft copies which can be printed and displayed in the Commission premises to create awareness.
- e) Maintain social distancing.
- f) Home based exercises/approved yoga modules be accessed through smart phones and televisions to keep fit and healthy.



(Yogesh Kumar Singhal)
Joint Secretary(Law)
Ph:26181925

Copy to :-

1. Secretary,
Department of Personnel and Training- for information
2. Secretary, Central Information Commission- for compliance of these directions.