

# कोल इंडिया लिमिटेड

(महारत्न कंपनी)  
(भारत सरकार का उपक्रम)  
“कोल भवन”

प्रेमाङ्ग नं० 04, एमएआर प्लॉट नं० ए एफ-III  
एक्शन एरिया 1ए, न्यू टाउन, राजारहट  
कोलकाता-700156 (पश्चिम बंगाल)  
टूरभाष सं : 033 2324 6666/ 8888 2324  
फैक्स सं : 033 2324 8000  
वेबसाइट : [www.coalindia.in](http://www.coalindia.in)



## Coal India Limited

(A MAHARATNA COMPANY)

A Govt. of India Enterprise

“Coal Bhawan”

Premises No. 04, MAR Plot No. AF-III  
Action Area-1A, New Town, Rajarhat  
Kolkata-700156 (West Bengal)  
Phone: 033 2324 6666 / 2324 8888  
Fax: 033 2324 8000  
Website- [www.coalindia.in](http://www.coalindia.in)

(An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2011 Certified Company)

Ref. No.: CIL/C-5B/JBCCI/Biometric/106

Dated: 11.03.2020

### OFFICE MEMORANDUM

#### Sub: Decision taken in the meeting on Public Health response to Novel Coronavirus (COVID-2019) outbreak

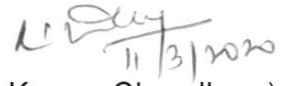
In reference to the email dated 09.03.2020 of the Additional Secretary to the Govt. of India, Ministry of Coal and OM F. No. C-13014/1/2020-Vig. dated 06.03.2020 of Under Secretary to Govt. of India, Ministry of Personnel, Public Grievance and Pensions (DoPT) (copy enclosed), following steps, to mitigate impact of Novel Coronavirus (COVID-2019) outbreak, need to be taken: -

1. As the Govt. of India has stopped bio-metric attendance for certain period, **all employees of CIL/Subsidiaries be exempted to mark their attendance in Biometric Attendance System till 31st March 2020.** However, all employees are required to mark their attendance in Attendance register, (as done prior to launch of biometric system), during this period.
2. Gathering for large numbers to be avoided. If inevitable, the same be held via video-conferencing.
3. List of severely affected countries be downloaded from the website of Ministry of Health & Family Welfare.
4. Public health messages be displayed at appropriate places.
5. All may be advised to visit the website of the MoH&FW for various precautions and actions to be taken with regard to COVID 2019 outbreak.
6. All subsidiaries must take proactive steps to help prevent spread of COVID 2019.

Further communication, if received, shall be communicated.

This is being issued with the approval of the Competent Authority.

**Encl: As above**

  
(Ajay Kumar Choudhary)  
General Manager (MP & IR)

#### **Distribution: -**

- |                     |                                 |
|---------------------|---------------------------------|
| 1. Director (P)     | - ECL/BCCL/CCL/WCL/NCL/MCL/SECL |
| 2. Director (T/CRD) | - CMPDIL                        |
| 3. GM               | - NEC                           |
| 4. GM (P/IR)        | - ECL/BCCL/CCL/WCL/NCL/MCL/SECL |
| 5. GM (P & A)       | - CMPDIL                        |
| 6. GM (Welfare)     | - ECL/BCCL/CCL/WCL/NCL/MCL/SECL |

7. CMS - ECL/BCCL/CCL/WCL/NCL/MCL/SECL
8. MS - CMPDIL
9. GM (Finance)/GM (Admin)/GM (Civil), CIL (HQ), Kolkata
10. CMS, CIL (HQ), Kolkata -for needful follow up action and periodic status report of action taken
11. All HODs, CIL (HQ), Kolkata
12. All RSOs
13. GM CIL, New Delhi
14. GM (E & T), CIL - with a request to arrange to display on signage
15. GM (System), CIL - with a request to upload on website of CIL
16. Sr. Manager (MP & IR), CIL
17. Dy. Manager (MP & IR), CIL

**Copy for information to: -**

1. GM/TS to Chairman, CIL
2. GM (Vig.), CIL (HQ), Kolkata
3. TS to Director (Tech.)/Director (P & IR)/Director (Finance)/Director (Mktg), CIL

From: "Additional Secretary (Coal)" <as.moc@nic.in>  
To: "Secretary Ministry of Coal" <secy.moc@nic.in>  
Cc: "a bharti" <a.bharti@nic.in>, "Mahendra Pratap" <mahendra.pratap23@nic.in>, "Shri Pramod Agrawal" <chairman.cil@coalindia.in>, "RAKESH KUMAR" <cmd@nlcindia.in>, cmdsscl@gmail.com  
Sent: Monday, March 9, 2020 6:07:26 PM  
Subject: Re: Cabsec: Meeting Notice dated 08/03/2020 on Public health response to Novel Coronavirus (COVID-2019) outbreak.

Sir,

Attended meeting through VC at 156:00 hours on dated 9 th March 2020 held under chairmanship of Secretary Coordination (Dr. VP Joy) Cabinet Secretariat.

Following salient decisions were conveyed and further direction was given to circulate the same to organizations working under various ministries.

1. Gathering for large numbers to be avoided. If inevitable, the same be held via video-conferencing.
2. GoI has stopped bio-metric attendance for certain period. Same be observed punctually.
3. List of severely affected countries be downloaded from the website of MoH&FW.
4. Cabinet secretariat has written a detailed letter on 8 th March 2020. Concerned ministries to take immediate action on the same.
5. Public health messages be displayed at appropriate places.
6. All may be advised to visit the website of the MoH&FW for various precautions and actions to be taken with regard to COVID 2019 outbreak.
7. All the ministries and organizations must take proactive steps to help prevent spread of COVID 2019.

In view of above, I have asked EA (AB) to circulate these decisions with in MoC and to all the coal PSUs.

Submitted for information and any further directions, if any.

Regards,

Vinod Kumar Tiwari

AS, Coal.

**F.No.C-13014/1/2020-Vig.**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**  
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**North Block, New Delhi**  
**Dated: 06/03/2020**


**OFFICE MEMORANDUM**

Subject: Exemption to employees to mark biometric attendance in Aadhar Based Biometric Attendance System(AEBAS) – reg.

Though only a small number of novel coronavirus(COVID-19) cases are reported in our country but keeping in view the nature of virus, it is a must to take all possible preventive measures to stop spread of virus.

2. It is learnt that most common method of transmission of virus seems to be through infected surfaces. Therefore, it is desirable to avoid touching surfaces, which might be infected due to human touch.

3. In view of the above, all the Ministries/Departments are requested to exempt their employees to mark biometric attendance in Aadhar Based Biometric Attendance System(AEBAS) till 31<sup>st</sup> March, 2020. However, all the employees are required to mark their attendance in Attendance register, (as done prior to launch of biometric system), during this period.

  
(Ajay Kumar Singh)

Under Secretary to the Govt. of India  
Ph: 23094579

To,

1. All the Ministries/Departments, Government of India
  2. PMO/Cabinet Secretariat
  3. PS to Hon'ble MOS(PP)
  4. PSO to Secretary(Personnel)
  5. Sr. Tech. Dir., NIC, DoP&T
- } For Information