



Ref. No. NB. HRMD.PPD./ C - 10 /Welfare (Misc)/ 2019-20

**Circular No. 60 /PPD - 10 /2020**

12 March 2020

- 1) The Chief General Manager/General Manager/Officer-in-Charge  
National Bank for Agriculture and Rural Development  
All Regional Offices/  
All Head Office Departments, Mumbai
- 2) The Principal/ Director/ Joint Director  
National Bank for Agriculture and Rural Development  
All Training Establishments

Dear Sir/ Madam,

**Novel Corona Virus (COVID-19) - Integrated Response**

Please refer to our Circular No. NB. HRMD.PPD./ C- 09 / Welfare (Misc)/ 2019-20 (Circular No. 59/PPD-09/2020) dated 06 March 2020. In view of the need to remain in preparedness against the impending threat of the spread of COVID-19, ROs/ TEs are advised to take the following measures:

1. DOs and DON'Ts posted by Head Office on NABNET on 04 March 2020 may be prominently displayed on all Notice Boards in the premises of the ROs/TEs and Staff Quarters. The posters and Audio Visual products designed by Ministry of Health & Family Welfare are available on its website viz. <http://mohfw.gov.in/node/4904> and can be used to create awareness.
2. The services of BMOs may be utilized for educating members of NABARD Parivar as well as the contract staff engaged by the RO/TE in preventive and curative measures to be taken with respect to the ongoing Novel Corona Virus.
3. BMOs may be advised to counsel officers/staff members and their families on the need to Self Quarantine in case they display any symptoms of the infection.
4. Alcohol based sanitizers may be placed at convenient locations within the office premises.
5. Surgical mask in adequate quantity may be procured. BMO may provide the mask to the staff/dependents of staff suffering from cold, cough or fever.

**राष्ट्रीय कृषि और ग्रामीण विकास बैंक**

**National Bank for Agriculture and Rural Development**

मानव संसाधन प्रबंध विभाग - कार्मिक नीति अनुभाग

प्लॉट क्र सी-24, 'जी' ब्लॉक, बान्द्रा-कुर्ला कॉम्प्लेक्स, बान्द्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 2653 9853 • फ़ैक्स: +91 22 2653 0093 • ई मेल: hrmd.ppd@nabard.org

Human Resources Management Department – Personnel Policy Division

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गाँव बढ़े >> तो देश बढ़े

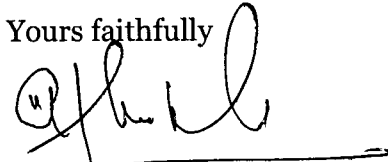
[www.nabard.org](http://www.nabard.org)

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6. The security guards posted at the entrance / reception area of the premises/Building who are in regular contact of visitors may be supplied mask and advised to use the mask on a regular basis. Visitors from foreign countries may be provided masks while allowing their entry into the building.
7. Tour/travel of officers/employees may be restricted to essential ones only.
8. Meetings, seminars, workshops, conference may be avoided and held through VC, if possible. In case it is inevitable to conduct these programmes, CGM/OICs of ROs/TEs may seek permission of Chairman by routing their proposal through the CGM of concerned HO Department and where HO Department is the organiser/host, permission from the Chairman may be obtained.
9. A Help Desk may be set up at all RO/TEs with minimum two members i.e. BMO and a responsible officer to maintain contact with local support services and also provide guidance / assistance in case of need to staff members. The phone numbers of the identified officers may be prominently displayed at convenient places and they may be advised to respond promptly to the emergency call from staff members.
10. These instructions will continue till 15 April 2020.
11. A copy of the circular is uploaded in Nabnet.

Yours faithfully



(Arun Shukla)  
Chief General Manager