

**BUREAU OF INDIAN STANDARDS**

(Headquarters)

Ref: Admn./Cir.(15)/2020

15 June 2020

Sub: **Preventive measures to contain spread of Covid-19 in workplace**

**C I R C U L A R**

It has come to our notice that following officials of BIS have been found covid positive:

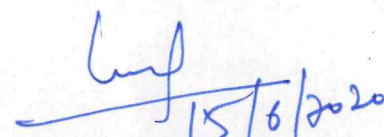
- 1) Shri Pawan Kumar, Asstt. Establishment Deptt;
- 2) Shri Sanjay Sachdeva, LO, PMW
- 3) Shri Naveen Kumar Arora, Sc. C, TNMD

As per the guidelines on the subject, all the employees who have come in contact with above employees are advised to be quarantined at home. Shri Naveen Kumar, Sc. C last attended the office on 12 June 2020 and had close contact with other employees. The persons who came in close contact with him are also required to self quarantine to prevent the spread of the disease. They are also required to undergo testing as per ICMR protocol.

All such employees who are home quarantined shall be required to work from home and be available all the time over phone/electronic media.

It is further added that any employee feeling/suffering any symptoms of Covid-19, shall immediately brought it to the notice of their departmental head for work from home only.

In case of any difficulty being faced by any employees during testing/admission in hospital, such employees may contact Shri Amit Garg, Welfare Officer at 011-23232136/Mob. 08901192340 e-mail: [administration@bis.gov.in](mailto:administration@bis.gov.in) / Shri S.S. Negi, Section Officer (Establishment) 011-23608276/Mob: 9968274464.

  
(Vinod Kumar)  
Dir. (Admn.)

To:

All employees at BIS HQs through BIS Intranet