



प्रमुख अभियंता  
Engineer-in-Chief

दिल्ली सरकार  
GOVERNMENT OF DELHI  
लोक निर्माण विभाग  
PUBLIC WORKS DEPARTMENT  
कार्यालय प्रमुख अभियंता



O/o THE ENGINEER-IN-CHIEF  
बारहवीं मंजिल, पुलिस मुख्यालय, इंद्रप्रस्थ एस्टेट, नई दिल्ली,  
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F. No. E-in/PWD/W/00/20/ 1874

Dated: 9 July, 2020

### Office Memorandum

**Sub.: Constitution of COVID-19 Support Group for the help of suspected/COVID-19 positive PWD employees and their family members.**

In view of COVID-19 pandemic in Delhi NCR and problems being faced by PWD employees, it has been decided to constitute a COVID-19 Support Group under monitoring of CE (OP) to provide necessary help to PWD officers/Staff, serving and retired, and their families.

Constitution of Core Group –

- |  |              |
|--|--------------|
| 1. Sh. Mohan Lal, SE (North), Mob - 9711718942                   | -Coordinator |
| 2. Sh. V.K. Singh, PM (F-I & Education-III), Mob - 9868431831    | -Member      |
| 3. Sh. R. K. Malhotra, SE (Health Circle), Mob - 9910461222      | -Member      |
| 4. Sh. Nitya Nand Bhramar, PM (Higher Ed.), Mob - 9968493143     | -Member      |
| 5. Sh. Manoj Sonkar, SE (Health Elect. Circle), Mob - 9868145656 | -Member      |

Constitution of Action Group will be as follows –

- |   |              |
|---|--------------|
| 1. Sh. Ajay Kumar, SE (Health Circle-I), Mob - 7042732430 | -Coordinator |
| 2. Sh. Vishal Nim, EE(Health) Central, Mob - 9212747971   | -Member      |
| 3. Sh. B. L. Meena, EE(Health) South, Mob - 9711254256    | -Member      |
| 4. Sh. Sohan Lal, EE(Health)East, Mob - 8755280798        | -Member      |
| 5. Sh. A. K. Saini (EE, Health)North Mob - 9999311323     | -Member      |

Protocol –

- 1) The suspected/COVID-19 positive staff will inform his/her controlling officer or any officer from Core Group and/or PWD Control Room on the following numbers –

Toll Free No. – 1800-11-00-93  
Landline No. – 011-23490323  
Whatsapp No. – 8130188222

- 2) PWD Control Room which works round the clock, will also perform additional duty of COVID Support and work under Core Group for this assignment. Any communication received for help will be communicated to the Action Group for assistance in seeking admission/medical help. PWD Control Room will also inform SE in charge of the suspected/COVID-19 positive staff.

- 3) The Action Group will coordinate with PWD staff posted at hospital nearest to residence of suspected/COVID-19 positive staff or the hospital desired and assure testing and appropriate medical assistance within 12 hours of first communication. Confirmation of action taken will be given to PWD Control Room. If confirmation is not received from Action Group within 12 hours of first communication, PWD Control Room will inform coordinator of Core Group for further action.
- 4) SE in charge of suspected/COVID-19 positive staff will depute an officer not below the rank of AE for providing assistance to family members of the suspected/COVID-19 positive staff. He will also provide name and contact details of the Coordinating Officer to PWD Control Room for further coordination. The Coordinating Officer will provide all necessary assistance to the family members of suspected/COVID-19 positive staff. In case any medical assistance is required to the family, the Coordinating Officer will inform the Action Group through his Superintending Engineer. All such developments will be reported to PWD Control Room for updating status in respect of any needy staff and family members. The Coordinating Officer will also provide contact details of at least 1 family member.
- 5) Health Maintenance Unit will provide and maintain a stock of 20 full body PPE kits in PWD Control Room for providing to Coordinating Officers.
- 6) Health Maintenance Unit will also provide requisite guidelines, duly certified by a Doctor, for providing to suspected/COVID-19 positive staff and family members covering various aspects such as home isolation, home quarantine, etc.
- 7) Status of health of suspected/COVID-19 positive staff will be provided to PWD Control Room every afternoon by Controlling Officer.
- 8) Monitoring of any case will be closed after confirmation of discharge/completion of home isolation.
- 9) PWD Control Room will e-mail compiled status to the Director (Personnel) and Coordinator of Core Group by 6 pm every day.
- 10) The Core Group will review all cases on a weekly basis and apprise CE (OP).
- 11) In case of retired staff members, all coordination will be done by Core Group.

This issues with the approval of Engineer-in-Chief, PWD.

  
Director (Works)

Copy:

1. All Pr. Chief Engineer, PWD (GNCTD).
2. All Chief Engineer, PWD (GNCTD).
3. All Superintending Engineer, PWD (GNCTD).
4. All Executive Engineer, PWD (GNCTD).

  
Director (Works)

*Sent mail to all  
09/07/2020*