

MINUTES OF THE MEETING HELD ON 15.07.2020 AT 12.30 PM WITH ANTI COVID & SELF HELP TEAM REPRESENTATIVES FROM MAIN OFFICE OF CDA SECUNDERABAD, PAO (ORs) EME AND PAO (ORs) AOC.

Meeting on measures and precautions taken to contain the spread of covid-19 by the anti covid and self help team representatives was held under the chairmanship of CDA, on 15.07.2020 at Conference Hall of CDA, Secunderabad. The following were present:

Smt. Vatsala, IDAS	-	ACDA (Admin), CDA, Secunderabad.
Smt. Swarna Jyothi Kumud	-	Sr. AO, PAO (ORs) AOC
Shri G. Gangadhar Kumar	-	Sr. AO, PAO (ORs) EME
Shri Srinivas Manda	-	AO, Main Office, CDA, Secunderabad.

The meeting is stated with welcome to the chair.

(i) **Ensuring measures to contain the spread of COVID at predominant places in Office:**

CDA has directed to ensure Strict implementation of measures to contain spread of COVID-19 at all places in the office at all the times, like wearing of masks, sanitization of hands / surroundings/ paper / records, maintenance of physical distance and personal hygiene. CDA also emphasized the need for management of personnel moving around corridors, near canteens, Parking Area and Wash Areas, apart from working place / section / seat.

For this purpose, it has been decided by the Competent Authority to identify the AAO of the section concerned as the point of management to ensure strict implementation of directions issued on measures to contain spread of COVID-19. The AAO of the section concerned shall bring out the compliance (or) non-compliance by the officers / staff of section concerned to the notice of COVID-19 team representative(s). CDA also advised to explore the use of telephone / whatsapp/ mail etc., for communicating the above and avoid / minimize the personal interaction.

Action: Local Anti-COVID & Self Help teams to ensure the implementation.

(ii) **Provisioning of Soap Dispensers and Tissue-roll Dispensers:**

Competent Authority has directed to provide both soap dispensers and tissue-roll dispensers in all the three officers on fast track basis. The items will be procured by Main Office and get installed in all the three officers in the wash rooms.

Action: AN-III to buy and ensure installation at the earliest / on fast track basis.

(iii) Increase in the number of resources for housekeeping & Conservancy Services

The Chair has advised to increase the number of resources being outsourced under the contract for housekeeping and conservancy services by two more w.e.f. 01.08.2020 to 31.12.2020, in view of the pandemic and need for continuous sanitization / disinfection & maintenance of wash rooms, particularly in these times of high rate of spread of COVID-19 and prevailing conditions in Secunderabad / Hyderabad. These two additional resources /persons may be outsourced and deputed to PAO (ORs) EME and PAO (ORs) AOC for meeting the additional immediate requirement to maintain hygiene during these pandemic times.

Accordingly, the additional financial implication may be worked out and a noting with detailed justification duly bringing out the prevailing situation across the twin-cities of Hyderabad may be submitted for the approval of Competent Authority. After approval, necessary amendments to the existing contract may be carried out.

Action: AN-III to submit a note, obtain approval and ensure deployment w.e.f. 01.08.2020.

(iv) Notice to the housekeeping & conservancy contractor on quality of consumables

During the meeting, it was brought out by one of the members that quality of consumables like floor cleaning liquids, naphthalene balls etc., is poor , resulting in poor cleaning of wash rooms leading to odor, soon after cleaning.

Competent Authority has directed to take up the matter with the contractor concerned in writing to ensure supply of best quality material / consumables and warn him of the possible deduction of payment, in case of non-compliance (or) dissatisfaction from user side.

Action: AN-III to communicate the above to the contractor suitably.

(v) Procurement of Defogging Machines / Fumigating Machines / Auto Sanitizer Sprayer

It was intimated by some members that procurement of essential items / equipment / gears to stop the spread of COVID-19 is being done from the funds of CSD/ URC. The Competent Authority has directed to procure all the COVID related items through office contingency only. Competent Authority has also advised to take up the requirement of additional funds under Office Contingency head with Main Officer for on ward projection to HQrs office, soon after exhausting the budget catered.

Action: For compliance of all concerned (AN-III MO, PAO (ORs) EME PAO (ORs) AOC).

(vi) Repair / Replacement of Exhaust Fans

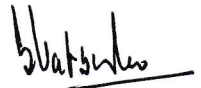
It was intimated by one of the members that exhaust fans in the wash rooms are not functional and the same has become a major problem in maintaining hygiene during this pandemic time.

Competent Authority has directed to take up the matter with MES for getting the exhaust fans repaired / replaced, as the case may be. In case of non-response / untimely response by MES, the work, keeping the emergency due to COVID-19 conditions, may be executed through private sources (like urban clap or other private sources), after obtaining approval of Competent Authority. For this purpose, a note with detailed justification with prevailing COVID conditions and need for maintenance of hygiene may be put up and repairs be carried out after obtaining approval from the Office Contingency fund so allotted.

Action: AN-Estates to liaise the matter with MES on priority and intimate the outcome to user. In case the same is not materializing from MES sources, PAO (ORs) EME to initiate office note and get the repairs done through private sources.)

The meeting concluded with thanks to the Chair.

The minutes are issued with the approval of CDA.



**S. Vatsala, IDAS
Asst. Controller (AN)**

Copy to:

All concerned.