



JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION
RESHAM GHAR COLONY, BAKSHI NAGAR, JAMMU-180001

Website: <http://jkpsc.nic.in>
E-mail: jkpscsecretary@gmail.com

JAMMU: 0191-2566541, 2566710 (F)
SRINAGAR: 0194-2310523, 2310369(F)

CIRCULAR

In order to mitigate and to contain the spread of Coronavirus (COVID-19), circular instructions dated 18.03.2020, slew of instructions were issued by the Commission to the employees, for strict compliance of the hygienic conditions and SOPs issued by the Government from time to time.

In view of recent surge of covid-19 cases, it has been felt necessary to reiterate the following instructions for the employees working in the Commission's Secretariat for strict compliance at workplace, Commission's residential accommodation/Estates allotted accommodations as well as at home, as a part of precautionary measure and be a part of mission to eliminate the spread of COVID-19:

- i. Wash and clean their hands frequently and thoroughly with an alcohol-based hand rub or sanitizer or wash them with soap and water.
- ii. Practice self-hygiene and maintain at least 1 metre (3 feet) distance from anyone who is coughing or sneezing.
- iii. Avoid touching eyes, nose and mouth. Once contaminated, hands can transfer the virus to eyes, nose or mouth.
- iv. Practice respiratory hygiene and etiquettes. This means covering your mouth and nose with your bent elbow or tissue when cough or sneeze and disposed of the used tissue immediately.
- v. If anyone feels fever, cough and difficulty in breathing, seek medical care at the earliest and accordingly inform the Commission's Secretariat.
- vi. Stay informed on the latest developments about COVID-19 and follows the advice of Health authorities on how to stay safe from COVID-19.
- vii. Avoid unnecessary travel, use of public transport, crowded places and large gathering.
- viii. All the employees are advised to thoroughly wash/sensitize their hands at the entry gate of the Commission's premises for which necessary sanitizer has already been provided.
- ix. The employees who are residing at the allotted residential accommodation of the Commission are advised to restrict their guests for time being. The details of the guests, if any already residing with them are required to be provided to the Administration section forthwith particularly of those who had a travel history of foreign country in the recent past or remained in contact with such person.
- x. The employees of the Commission are further advised to maintain strict hygienic condition at their allotted accommodations by the Commission or by Estates Department.
- xi. The house keeping staff engaged by the Commission for cleaning purposes is directed to sanitize every room, hall including all surfaces particularly door handles/stair railing etc. of the Commission's premises through disinfectants on frequent basis at regular intervals under the overall supervision of Section Officer, Administration Section. The necessary disinfectants will be provided by the Accounts Section.
- xii. The Account Section to keep a reasonable stock of good quality disinfectants and hand sanitizer in order to meet any emergent situation in future.

Further, no employee as well as visitor shall be allowed to enter the premises of the Commission without wearing face mask.


(R.K Katoch), KAS
Secretary,

J&K Public Service Commission.

Dated: 06.04.2021

No. PSC/Adm./11/2020

Copy to the:

1. All Employees of the Commission's Secretariat for compliance.
2. FA/CAO, J&K Public Service Commission.
3. Private Secretary to Hon'ble Chairman for information of Hon'ble Chairman, J&K PSC
4. In-charge Website.
5. In-charge Security, J&K PSC for compliance.
6. Notice Board