

GUIDELINES FOR CESTAT EMPLOYEES

1. The Advisory dated 7 April 2020 and OM dated 19 April 2020 issued by the Ministry of Health and Family Welfare and Office Memorandum dated 17 March 2020 issued by the Ministry of Personnel, Public Grievance and Pensions shall be followed by all employees. All officers and staff including outsourced staff should download 'Arogyasetu' App on their mobile phones as required under Office Memorandum dated 29.4.2020 issued by DOPT. They must review their status every day before starting for office and commute only when the app shows 'safe' or 'low risk.' If the risk is 'moderate' or 'high' he shall self isolate for 14 days or till the status becomes safe or low risk.
2. Every staff shall wear face mask. The mask shall be worn from the time they leave for office till they return and keep an additional mask with them. Hands shall not touch the surface of the mask. Though masks can be reused after proper sanitization, it is advised to use disposable masks. They shall also keep tissues with them to contain cough or sneeze.
3. Any staff having even a slightest symptom of COVID 19 is advised to remain at home. They shall quarantine themselves and seek medical help with intimation to the office.
4. Use of own vehicles is encouraged till the public transport system becomes effective.
5. Every staff shall first wash the hands with soap in the wash room and apply hand sanitizer provided at the entrance and undergo body temperature reading before entering the office. Anyone who is showing COVID 19 symptoms will not be allowed to enter the office.
6. There shall not be any crowding near the entrance or near the face reading attendance system. The staff shall maintain 1 meter distance with one another.
7. Staircase in the office buildings may be used instead of lifts, as far as possible. Give way to those coming from opposite direction by keeping a distance of at least 1 meter. Whenever it is necessary to use the lift only one person shall use it at a time. Hands shall be washed with soap after every use of the lift.

8. Strict personal hygiene shall be maintained by each staff attending the office. There will be no shaking of hands. The staff should not spit anywhere in the office.
9. The sitting arrangement of the staff in a room should be such that a distance of 6 ft is maintained. No staff shall be permitted to go outside during the office hours under any circumstance.
10. The staff is allowed to take lunch at their desks only. Washing of lunch containers in the washroom is discouraged. The staff attending the Members shall necessarily wear hand gloves.
11. All communication to other sections and superior officers shall be done only through intercom or through notes on slips. All staff shall apply hand sanitizer every time after dealing a file or a correspondence is received from others.
12. The doors of all sections and the chambers of officers shall remain open to avoid contact with hands. The doors of Members' chambers and the court halls shall be sanitized every one hour.
13. No meetings including farewell of staff should be held.
14. No visitors are allowed. Appeals and applications, whether defective or otherwise, filed in person will be received by a staff posted at the entrance of the office after taking down their name and contact phone number and the e mail address of the authorised signatory which shall be recorded on the overleaf of the file/correspondences received. Couriers and posts will also be received at the entrance. Despatch of all articles should only be through BNPL system.
15. The telephone numbers of all concerned officers may be displayed at the entrance to facilitate enquiries with the Tribunal by the public including Advocates/Consultants.
16. The office and its premises shall be washed with disinfectant agents three times in a day. The first washing shall be completed before 9.30 a.m. The second washing between 1 and 1.30 pm and the third between 4.30 and 5 p.m. Highly used contact surfaces such as door knobs, handles, lift buttons, water taps, hand railings etc. shall be sanitised every hour with VIROFF 753/Virex256. The entire floor surfaces, non metal hand railings and the approach way/corridors to the office shall be sanitized with Sodium Hypochlorite solution using battery operated knapsack sprayer every day after the office is closed.

17. The toilets shall be cleaned every two hours. The water taps in the washrooms shall be cleaned after every use. The house keeping staff shall necessarily wear heavy duty hand gloves. They should work under the direct supervision of regular staff. Washroom may be used by one person at a time. If the washroom is accessible to the public, a staff shall be posted to regulate the entry of persons.
18. The table tops, chairs, doors, computers, printers and other hardwares shall be cleaned with suitable disinfectants by the MTS.
19. Masks, tissue papers, gloves and other personal protective items shall be disposed in waste bin. After every removal/disposal of the disposable items, the hands shall be washed using soaps.
20. The caretaking section shall provide sufficient number of masks and hand sanitizers in every section/court rooms and liquid soaps in all wash rooms. The HOO shall ensure sufficient stock of sanitizing materials lasting for 2 months. The HOO may also ensure that proper safety measures are taken by the staff while handling the disinfectant materials.

(Bineesh Kumar K.S.)

Registrar