

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Prasar Bharati Secretariat**  
**Prasar Bharati house: Copernicus Marg,**  
**Mandi House: New Delhi: 110001**

**No. D-13023/15/2019-20/GA-I/Part file**

**Date: 21.04.2020**

**Office Memorandum**


**Subject: Precautionary Measures to Contain the spread of COVID-19**

This is in continuation of Prasar Bharati Secretariat Office Memorandum of even number dated 19.04.2020 on the subject matter.

2. DoPT vide their OM No. 11013/9/2014-Estt. (A.III) dated 20.04.2020 has conveyed decision for immediate closure of departmental canteen in various Central Government Ministries/ Departments/ Offices.

3. In view of above, the matter has been reviewed, and it has been decided to close all the canteens in the administrative offices of Prasar Bharati like Secretariat, Directorates, Zonal Offices etc. with immediate effect. While canteens at other operational locations like DD News, NSD /AIR, DD Kendras, AIR Stations, CPC (Delhi), DTH Todapur etc. may continue only for delivery of items and no one should be allowed to sit in canteen area. Such canteen will also be required for supply of food to the manpower housed at the establishments for containment of spread of COVID-19. All concerned need to take precautions as prescribed by M/o Health & Family Welfare from time to time.

3. The above instructions are issued with the approval of CEO, Prasar Bharati.



**(G. D. Sharma)**

**Deputy Director General(Admin)**

**To**

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal/ Regional ADG(E)/ ADG(P) AIR and DD .
4. ADG (NABM),
5. CVO, Prasar Bharati
6. DDG (T) for circulation in e-office

**Copy for information to:**

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/ (B&A)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research), ADG(IR/ Marketing), ADG(Procurement), ADG( Content Operations) Prasar Bharati
7. Heads PBNS/ Sales
8. DDGs (Admin.) / (Fin.)/(Tech.)/ (Ops.)/ (LM&HR-C), PBS
9. Dir(GA-1)/DD(GA-2) for further necessary action.
10. AE (GA-I)/ AE (GA-II), PBS
11. Notice Board, PBS.