



Office of the Principal Chief Personnel Officer
4th Floor, Rail Nilayam,
Secunderabad
Telangana- 500071

SCR/P-HQ/478/COVID-19

10.04.2020

All DRMs/CAO/CWMs

**INSTRUCTIONS FOR IMPLEMENTATION OF
DUMRAIL PARIVAAR SAHAYOG YOJANA**

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It is to inform that for ensuring good health of Railway employees and their families in light of COVID-19 situation, all unit heads of SCR are requested to implement the subject scheme (as per the enclosure) under their jurisdiction with immediate effect.

This has the approval of General Manager/SCR.

(M SENTHIL KUMAR)
Dy.CPO/GEN/SCR

C/- Secy to GM (for kind information of General Manager)

C/- PPS to AGM (for kind information of Addl General Manager)

C/- All PHODs – for information

C/- All Officer Bearers of SCRES, SCR MU, AIOBCREA/SCR & AISCTREA/SCR – for information

DUMRail Parivaar Sahayog Yojana

In the wake of the prevailing COVID-19 situation and in order to strengthen the containment measures amongst the railway fraternity of South Central Railway, it is of utmost importance that suitable preventive measures are taken to break the chain of transmission.

1. Collection of Railway Quarters data:

The Personnel and Engineering Departments of each Division/unit shall prepare a list of colonies and the quarters in it. Thereafter, each colony should be earmarked with the nearest quarantine facility.

2. Occupier Name:

The railway accommodations in the colony shall then be mapped with the occupant giving details like designation, office address and mobile numbers. The details of such occupation is being shared with this order from UMID database which may be cross verified by each division from Rent deduction data of IPAS(Data for all divisions enclosed as taken from UIMD database. Data for balance units/workshops will follow. Colony wise data to be prepared locally after due reconciliation with available information).

Every occupant to be informed of their linked quarantine and health facilities. Information collected from recent survey by BZA/SC divisions also to be used for updating/improving the database.

Supervisor wise list may also be derived from this database and given to all supervisors.

3. Colony Care Committees:

The divisions are to ensure that for each colony under their control there should be a duly notified Colony Care Committee comprising of Sectional Welfare Inspector, SSE(Works), SSE(Elec), members of organised unions and any other member as deemed fit, under a Chairperson. The list has to be displayed at each location and brought to the knowledge of all residents.

Apart from the nominated colony care committee members, healthy volunteers from Scouts & Guides, civil defence personnel, St John's Ambulance and from common public residing in the colony and nearby, should also be pooled for community services.

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4. Daily interaction with the staff by concerned supervisor:

The supervisors are to check regularly with their staff, if they or any of their family members is showing COVID-19 symptoms. Personnel department representative should also randomly keep in touch with the residents over phone. If any employee reports COVID symptoms then supervisor/leave sanctioning authority should report to the nearest Railway hospital/ unit. Details of such employee to be passed on to the controlling officer and to the division/unit's core team so that their contacts can be traced on urgent basis if required. Further this position to be maintained by each Branch Officer and position to be reviewed in periodical meetings. Information is also to be shared with concerned state authorities.

5. Protocol to be followed in case of suspected cases:

Specific instructions should be issued to speed up the activities and to take up all containment measures following strict cordoning of those areas through vigilant monitoring work in tandem with the district administration where an outbreak is suspected.

In case of any suspected case, the local Colony Committee has to arrange for transportation and to inform the local medical authorities to quarantine the suspect at the nearest quarantine facility available in railway premises and further information to be given divisional core team for follow up. Necessary assistance to be provided by local railway administration

The measures stipulated above are broad in nature and unit heads are free to further plan for micro level arrangements based on local conditions to contain the spread of the disease and to maintain contact with each and every employee of the unit during the lockdown period. In case of disruption of supply of provisions and other necessities, the Colony Committee should find ways and means for the same.

6. Employees staying outside railway accommodation:

Since similar facility can't be extended to employees and their families staying in non railway accommodation, such employees will have to share greater burden to look after their health and welfare. However railway administration shall maintain records of all such employees with their updated address and keep in personal contact through the supervisors and extend whatever assistance possible in case of emergency.

All DRMs, CWMs, and Heads of Offices are requested to implement the above scheme.

This has the approval of General Manager/SCR.

-S/d-

(RAJIV KISHORE)

Principal Chief Personnel Officer

South Central Railway

Date: 09.04.2020