

No.19011/1/2020-TFA  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Training Division)

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Old JNU Campus, New Delhi  
Dated the 25<sup>th</sup> March, 2021

**OFFICE MEMORANDUM**


**Sub: Functioning of Training Institutions of Central / State Governments – Revised Standard Operating Procedure (SOP) – reg.**

The undersigned is directed to refer to Ministry of Home Affairs' Order No.40-3/2020-DM-I(A) dated 27<sup>th</sup> January, 2021 vide which guidelines for containment of Covid-19 in the country were issued.

2. DoP&T vide its guidelines dated 3<sup>rd</sup> July, 2020 had permitted functioning of Central and State Training Institutions. As all activities have now been allowed by MHA in terms of its guidelines dated 27<sup>th</sup> January, 2021, the Standard Operating Procedure (SOP) dated 3<sup>rd</sup> July, 2020 has been reviewed and a Revised SOP has now been formulated. In view of the aforesaid, a Revised SOP to be followed by the Training Institutes of Central / State Governments is attached.

3. The Revised SOP (**Annexure**) supersedes this Department's OM of even no. dated 3<sup>rd</sup> July, 2020 and shall be in force until further orders.

Encl: As above.

  
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1. Secretaries to the Government of India
2. Cadre Controlling Authorities of All India / Central Services
3. Heads of Central Training Institutes
4. Heads of Training Institutes functioning under Central Ministries / Departments / Autonomous organizations
5. Joint Secretary (DM), M/o Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi
6. NIC, DoPT – for uploading on Department's website

Copy to :

1. PSO to Secretary (P) / PPS to Addl. Secretary (Trg. & Adm.) / PPS to Joint Secretary (Trg.), DoPT, New Delhi
2. All Officers / Divisions / Sections of DoPT, New Delhi

## Annexure

### **Sub: Functioning of Training Institutions of Central / State Governments – Revised Standard Operating Procedure (SOP) – reg.**

Ref: Guidelines for Surveillance, Containment and Caution as annexed to Ministry of Home Affairs' Order dated 27.01.2021 and DoPT guidelines of even no. dated 3<sup>rd</sup> July, 2020.

DoP&T vide its guidelines dated 3<sup>rd</sup> July, 2020 had permitted functioning of Central and State Training Institutions. As all activities have now been allowed by MHA in terms of its guidelines dated 27<sup>th</sup> January, 2021, the Standard Operating Procedure (SOP) dated 3<sup>rd</sup> July, 2020 has been reviewed and a Revised SOP has now been formulated. The Central and State Training Institutes shall maintain abundant caution and follow strictly the Revised SOP outlined below to avoid spread of Covid-19 during conducting classroom based training classes for trainee officers.

#### **I. General Guidelines**

- While conducting the classroom based training programmes, the Training Institutes shall take all necessary measures to observe Covid-19 compliant behavior and ensure wearing of face masks, hand hygiene and social distancing, as prescribed by Central and State / District Health authorities from time to time.
- All Class rooms, Staff Rooms, offices, hostels, Corridors, Lobbies, Common areas and washrooms etc. should be thoroughly cleaned/sanitised regularly as per procedure prescribed by the Ministry of Health and Family Welfare.
- With a view to ensure safety, on best effort basis, the Training Institutes should ensure that the *Arogya Setu* app is downloaded and installed by all trainees/other staff and faculty having compatible phones.
- Training Institutes should notify Nodal Officers for COVID related administrative responsibilities and also constitute Committees with clear demarcation of roles especially for COVID related matters.
- All the trainees and personnel of the Training Institutes should be encouraged to proactively disclose their health status to the Institute medical authorities.
- All the required facilities for isolating / quarantining of symptomatic patients and for treating of staff/faculty/trainees with flu like symptoms may be ensured, in consultation with Health Departments.
- Entry of staff, employees, visitors, etc. in the Institute premises should be regulated by way of screening as per the prescribed protocols.
- Hand sanitizers should be made available at all entry / exit points, outside classrooms, buildings, cafeteria, washrooms and other prominent in the Institute
- Adequate care should be taken when people belonging to categories that may have a higher health risk participate in the training

  
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courses. Such people may include pregnant women; lactating mothers; people with prior medical conditions such as severe asthma or chronic lung disease; high BP; chronic kidney disease; serious heart condition; and any other medical condition that has a potential high risk in the COVID environment in the opinion of a medical expert; and any other category / symptom as notified from time to time.

## **II. Arrival of trainee officers in Training Institutes**

- The Training Institutes should verify the health status of trainee officers on *Arogya Setu*App upon their arrival in the Institute.
- On arrival in the Training Institute, the Institute will ensure compliance with the quarantine requirement as per the concerned State Government guidelines.
- Basic screening of trainees should be done on their arrival at the designated locations and only then be allowed to proceed to their allotted rooms in secured and sanitised hostels.
- Training programmes should be so staggered so that all trainees have sufficient space in the hostel and there is no overcrowding in the hostel or at common facilities.
- Special emphasis should be placed on frequent sanitisation of common facilities/rooms/washrooms/sports area/restaurants etc.
- Movement of trainees within the campus should generally be restricted. Avoidable get togethers / group activities should be discouraged.
- Minimal number of trainees should be accommodated in the dormitories.
- Separate hostel room should be allotted to each trainee as far as possible. In no case, more than 2 trainees be accommodated in a single hostel room.
- In case, any trainee develops flu like symptoms or is tested positive for COVID19, he / she should be immediately shifted to a separate quarantine facility / designated hospital in terms of the protocols issued by the local health authorities.

## **III. Classroom Sessions**

- The trainees should attend the classrooms while maintaining social distancing, using face masks and observing safety measures as prescribed.
- Sufficient flow of fresh air / ventilation should be ensured in the lecture halls/classrooms. Air Conditioners should be sanitized / cleaned as per prescribed guidelines.
- Time gaps may be provided between the training sessions so as to avoid continuous sittings in the same room.
- Reading materials and case studies etc. should be made available in advance to the trainees so as to shorten the classroom session time, wherever possible.

  
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- Tea/coffee and water etc. should be served in disposable cups/glasses, as far as possible.
- Basic screening including temperature scan may be carried out on daily basis for all the officer Trainees attending classes. Trainees found to have temperature above the normal range (that could be because of any kind of flu) may self-isolate themselves till such time COVID 19 infection is ruled out.
- The trainees kept under quarantine should attend classes virtually from their room.

#### **IV. Physical activities and Outdoors**

- All the indoor facilities like gym, yoga, swimming pool etc. should be operated as per the directions of the Central / State Government.
- Social /cultural events or gathering or functions may be avoided as far as possible during the training period.
- Outstation visits may be undertaken only after assessing the COVID 19 situation at the place of travel / halts during journeys and travel related restrictions

#### **V. Mess and Dining:**

- Meal timings may be staggered appropriately with adequate intervals. A suitable time table may be disseminated to all concerned with a view to minimize the time spent in the mess/dining hall with other trainee officers.
- Mess supervisors should ensure that all trainees and mess staff wash hands properly before entry into mess/kitchen. Touch-free hand sanitizers may be installed outside the mess/dining halls.
- Sufficient distance should be observed by all while inside the mess/dining hall. Seating should be so organized that the trainees do not face each other while having their meals.
- Sharing of utensils-dishes, cups, soaps, towels etc. should be banned.

#### **VI. General**

- The officer trainees may be allowed to go out of the campus or stay outside the campus only with the prior approval of the Course Director or any other officer authorized by the Director of the Institute.
- Entry of visitors in the Hostel premises should not normally be permitted, except with the prior approval of authority specified by the Director of the Institute.
- Efforts may be made to make available all the essential items such as stationery, snacks, toiletries, eatables, tea/coffee etc. within the campus.
- Immunity boosting products as recommended by the Medical Authorities and M/o AYUSH should be encouraged for use.

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- While using lifts, the relevant etiquettes for social distancing should be strictly followed.
- In case a trainee tests positive, sanitization of the area/Institution may be done as per protocols of Central and State / District Health authorities.
- As far as possible the staff deputed for hostels / cafeteria / gym / training classes / administration should be provided accommodation to stay within the campus. Entry of outside staff should be restricted in areas where trainee officers are accommodated / trained.
- The trainees should be encouraged to take up self-cleaning of their rooms / use washing machines / use Laundromats so as to avoid contacts with others.
- Decision on physical activities inside the campus may be taken by the Institution depending upon availability of sufficient space, based on the relevant guidelines issued by the concerned State Government / UT Administration.

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