

डॉ. के. श्रीनिवासराव
सचिव
Dr. K. Sreenivasarao
Secretary

साहित्य अकादेमी
(राष्ट्रीय साहित्य संस्थान)
संस्कृति मंत्रालय, भारत सरकार की स्वायत्तशासी संस्था
Sahitya Akademi
(National Academy of Letters)
An Autonomous Organisation of Government of India, Ministry of Culture



SA.16/14/

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CIRCULAR

All the staff of Sahitya Akademi are to follow without fail the guidelines issued by the Ministry of Health and Family Welfare and Ministry of Home Affairs from time to time. Further it is reiterated that all the employees of Sahitya Akademi shall adhere to the following strictly and without fail:

1. Everyone should wear mask all the time
2. Arogya Setu app is a must and in the regional offices, Regional Secretaries or Officers in Charge should check everyone's app twice a day, upon entering the office premises and before leaving the office premises and report to HO every day. In the HO, administration staff shall inspect all the sections daily and report to AO at the end of the day the details.
3. All the employees must use hand sanitizers periodically through the day
4. In case any employee is sick, the respective sectional head or regional secretary or officer in charge shall ask the concerned staff to go home and also report it in writing to AO.
5. Social distancing must be followed at all times. Congregating together during the lunch hours or leaving the office premises during the working hours are strictly prohibited.

Necessary action will be taken against the erring staff in accordance with the extant Government of India guidelines. This is for strict compliance by all the employees.


(K. Sreenivasarao)

To
All Regional Secretaries
All Officers in Charge
All Sectional Heads
AO
Secretariat