



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

No.1359 /CHN/Misc./Covid.

20th March, 2020.

ADVISORY ON CORONAVIRUS

In terms of the awareness campaign conducted on 15.03.2020 at the Biswa Bangla Convention Centre, the following advisory is sent to each building authorities/ their employees in this township for compliance.

- (1) Don't spit on streets/ public places. CCTV and supervisors of NKDA will keep watch and highest fine will be imposed from this authority as per law.
- (2) Discourage entry of visitors in the office complex.
- (3) Ensure at least two times cleaning of roads and offices with disinfectants/antiseptics by respective facility managers.
- (4) Close gyms, Spas & recreational centres in Offices.
- (5) Use online resources including paperless systems. Encourage correspondence through email rather sending physical files and documents.
- (6) Introduce face recognition attendance systems instead of finger based biometric attendance.
- (7) Avoid any non essential travel either official or personal.
- (8) Carry tiffin from home for lunch.
- (9) Walk or use your own transportation mode (bike/cycle) if you have to travel whenever possible.
- (10) Ensure use of hand sanitizers to each and every employee and visitors at the entrance.
- (11) Meeting as far as feasible, should be done through video conferencing.
- (12) Installation of thermal scanners at the entry point of office.
- (13) Any person with a travel history in last 14 days to a country or area where Covid -19 is reported must report to the nearest Government Hospital or call at 24X7 helpline number 1800 313 444 222/033 2341 2600 or any other number notified by State Government.

(Debashis Sen)
Chairman

New Town Kolkata Development Authority