



NEWTOWN KOLKATA
GREEN SMART CITY CORPORATION LTD

POLICY

Memo No : 255/NKGSCCL/Engg-223/2020

Date: 13/05/2020

In context to outbreak of Covid-19 Pandemic worldwide, introduction of certain precautionary measures into our daily life is the need of the hour. As we pace back to normal functioning of the office gradually, some police decision needs to be introduced to avoid contamination of the deadly virus to the extent possible. Accordingly, some policies as felt necessary are listed below :-

1. Attendance should only be through Facial Recognition system only.
2. No lift shall carry more than two (02) persons at a time.
3. All employees entering the office premises should mandatorily screen themselves with thermal guns before entering.
4. All employees should mandatorily wash and sanitize their hands and also sanitize their belonging before entering office premises.
5. No visitors will be allowed within the office premises. If necessary concerned official will attend to the visitor at the ground floor reception.
6. Introduction of Flexi-Office Hours, work from Home as per prevalent guidelines of Govt. of WB & GoI.
7. Introducing VC as general meeting practice unless otherwise necessary.
8. No chairs in the conference rooms or in office chambers shall be closer than 1.00 m from the nearest other chair, and not more than 1 person in multiple seaters in common spaces to ensure social distancing.
9. Compulsory usage of mask in common spaces by all employees & visitors.
10. Compulsory sanitization of all documents and foreign items & files in No-Touch receiving desk in the reception. No-Touch receipt of documents.
11. Compulsory usage of exhaust fans during office hours, to ensure adequate ventilation in the toilets.
12. Compulsory usage of Hygrometer to control the A.C. temperature correspondent with the humidity level in all office rooms and common spaces.
13. Thorough Cleaning & sanitizing all touch points within the office premises at least thrice daily, on all working days.
14. Regular training of Workforces on Hygiene & Social Distance matters.
15. Mandatory movement of files through e-office.
16. Paperless monetary / financial transaction to the extent profile.


Debashis Sen

Chairman, New Town Kolkata Green Smart City
Corporation Ltd.

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