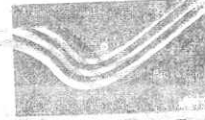


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India Post

**No. 4(4)/57/122/2012-UIDAI-Pt.**  
**Government of India**  
**Ministry of Electronics & Information Technology**  
**Unique Identification Authority of India (UIDAI)**

UIDAI Head Quarter, 7<sup>th</sup> Floor,  
Bangla Sahib Road, Behind Kali Mandir,  
New Delhi-110 001

Date: 12<sup>th</sup> March, 2020

**Advisory**

**Sub: - Novel Coronavirus (COVID-19) - Advisory issued in Public Interest - reg.**

In view of the spread of COVID-19 Novel Corona virus disease in various parts of the country, Government of India has issued several advisories to contain the spread of the virus via public contact. As collection of biometrics is mandatory for Aadhaar Enrolment/Update, it is important to take precautions. UIDAI strongly recommends all its Registrars/EAs at all Aadhaar Enrollment/update centres to follow the advisories issued by Government of India and take following measure:

1. All Enrolment Centre premises as well as devices shall be sanitized daily.
  2. All operators and other staff at the Enrolment Centre shall follow appropriate hygiene practices such as washing hands regularly.
  3. The staff shall avoid touching their eye/ nose/ mouth while working.
  4. The residents visiting Enrolment Centre shall also be encouraged to wash their hands with soap and water before using the biometric devices.
  5. The operator shall clean the biometric devices after every enrolment/update.
  6. Any staff member suffering from cold, cough, sneezing, etc. may not be allowed to continue Aadhaar operations, till he/she gets healthy.
  7. If any visitor is suffering from fever, cough and difficulty breathing, he/ she may be advised to come back after they are well.
  8. The Centre Manager shall not permit crowding at the center and promote online appointment at all centres.
  9. Every Enrolment Centre shall display advisory for residents as per the template provided by UIDAI.
2. In addition to the above, all staff at Aadhaar centres is advised to keep up to date on the latest COVID-19 hotspots (cities or local areas where COVID-19 is spreading widely). If possible, avoid traveling to places - especially if you are an older person or have diabetes, heart or lung disease.

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For any further information related to COVID-19, enquires can be made via <sup>India Post</sup>

- Website: <http://www.mohfw.gov.in/>
- Call: +91-11-2397 8046 (Ministry of Health, Govt. of India's 24X7 control room number)
- Email: [ncov2019@gmail.com](mailto:ncov2019@gmail.com)
- FAQs on COVID-19: <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

(Ashok Kumar)  
Assistant Director General

To

1. All Registrar/Enrolment Agencies
2. All Regional Offices of UIDAI
3. Guard File

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Mera Aadhaar, Meri Pehchaan

# HOW TO REDUCE THE RISK OF CORONA VIRUS (COVID-19)



**CLEAN** hands with soap and water or alcohol based hand rub



**AVOID TOUCHING** eyes, nose or mouth with unwashed hands



**COVER** nose and mouth when coughing & sneezing with tissue or flexed elbow



**AVOID CLOSE CONTACT** and maintain 1 meter distance with anyone if you have cough and fever



**DO NOT SPIT** in public areas

**DO NOT BELIEVE RUMORS**

Right information available at:

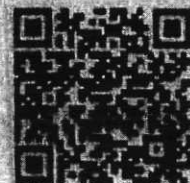
Call: +91-11-23978046 (24x7 Helpline by Ministry of Health)

Website: [www.mohfw.gov.in](http://www.mohfw.gov.in)

Email: [ncov2019@gmail.com](mailto:ncov2019@gmail.com)

OR

SCAN me



110929/2020/O/oADG(Admin)



**ARUN SINGHAL**

Special Secretary

Tel. : 011-23062857

Telefax : 011-23061447

E-mail : arun.singhal@nic.in

Dear Sir,



सुखमेव जयते

सचिव (आक सेवा बोर्ड)
अ. सं. 461
दिनांक 6/3/20

भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
निर्माण भवन, नई दिल्ली - 110011

Government of India  
Ministry of Health & Family Welfare  
Nirman Bhavan, New Delhi - 110011

D.O. No. U-12019/12/2020-SNA

Dated the 5 March, 2020

As you are aware the Novel CoronaVirus Disease (COVID-19) has now spread to more than 76 countries causing close to 93000 cases and more than 3200 deaths worldwide. The World Health Organization (WHO) on 30<sup>th</sup> January, 2020 declared this outbreak as a Public Health Emergency of International Concern (PHEIC). Though, WHO has not yet declared it to be a pandemic, it has advised countries to remain prepared for one.

Several confirmed cases have also been detected in India. Although, we are taking all steps necessary to prevent further importation of such cases and to also prevent local transmission of this disease in India, it will be prudent to raise community awareness about common signs and symptoms of this disease and advocate simple public health measures, the community may undertake to prevent infection.

Towards this end, this Ministry is in the process of disseminating pertinent information to the community through all channels of communication and from all possible vantage points. We have designed posters & Audio Video products towards this end, some of which are being sent along with this letter. Soft copies of these are available on Ministry's website (<https://mohfw.gov.in/node/4904>). You are requested to widely disseminate the same.

As department of Posts has a network of more than 1.5 lakh post offices, the largest in the world, it is opportune that we leverage this network to prominently display / disseminate the dos and don'ts of COVID-19 across the country. If your parcel tracking website can display a link (<https://mohfw.gov.in/node/4904>) to our page with information on Corona, it would be highly appreciated.

To pre-empt any further risk of spread of COVID-19, I urge you to personally monitor that mechanisms are in place for successful dissemination of these messages to the maximum number of people.

With regards,

Yours sincerely

(Arun Singhal)

**Shri Pradipta Kumar Bisoi**

Secretary,

Postal Services Board,

Postal Services Board,

Dak Bhawan,

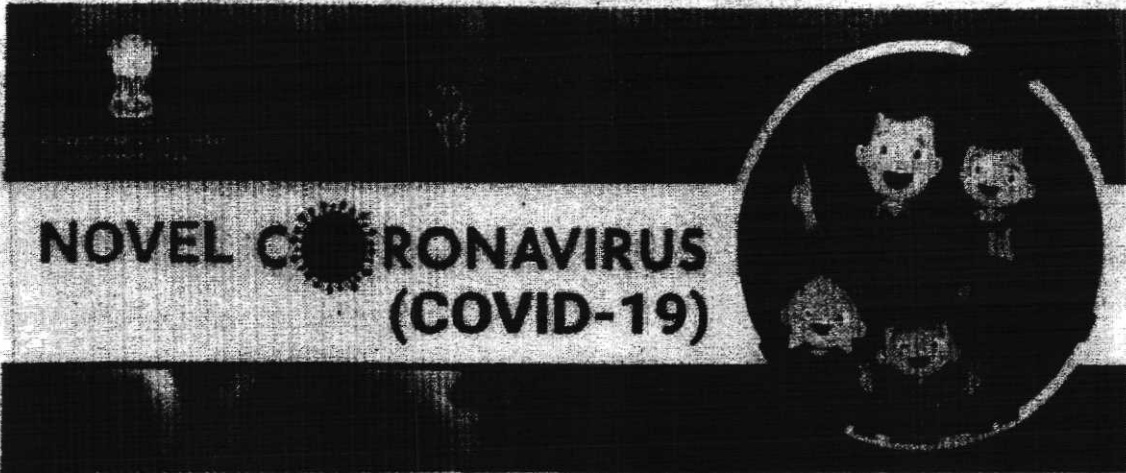
New Delhi

Email: secretary-posts@indiapost.gov.in

Please circulate to all units  
to do the needful

6/3/20

6/3/20



**Protect yourself and others!**  
**Follow these Do's and Don'ts**

**Do's** ☑



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean.



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.



Throw used tissues into closed bins immediately after use.



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose.



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24x7 helpline at 011-23979046.



Avoid participating in large gatherings.

**Don'ts** ☒



Have a close contact with anyone, if you're experiencing cough and fever.



Touch your eyes, nose and mouth.



Spit in public.

**Together we can fight Coronavirus**

Call at Ministry of Health, Govt. of India's 24x7 control room number

Email at