

Minutes of the meeting held in the chamber of the Chief Engineer (I & A)
on 23/03/2020 to discuss the issues related with COVID-19

List of Participants

Sl.No	Name	Designation	Office
1	Sri. Shamsudheen.K.H	Chief Engineer	Irrigation & Administration, Thiruvananthapuram
2	T.G.Sen	Chief Engineer	Project II, Thiruvananthapuram
3	Joshy.K.A	Chief Engineer	IDRB, Thiruvananthapuram
4	P.S.Ganesh	Chief Engineer	Mechanical, Thiruvananthapuram
5	S.Raju	Senior Finance Officer	Irrigation & Administration, Thiruvananthapuram
6	Shibu.A.T	Senior Administrative Officer	Irrigation & Administration, Thiruvananthapuram
7	Sabu George	Deputy Chief Engineer	ISW, Thiruvananthapuram
8	Satheesh John.K	Executive Engineer	Irrigation Works
9	Saji Kumar.B	Assistant Engineer	Project monitoring, I&A
10	Manu.R	Assistant Engineer	Project monitoring, I&A
11	Binu Chandran	Junior Superintendent	C Section, I&A

The meeting commenced at 10.30 AM. The Chief Engineer (I&A) welcomed all and informed the main objectives of the meeting .After fruitful discussions, the following decisions were made,

1. All district nodal officers are directed to prepare list of available vehicles, after ensuring adequate number of vehicles required for water distribution in canals and essential departmental activities.
2. Nodal officers shall ensure that all field officers who are interacting with publics and controls water distribution are to be supplied with adequate mask, hand sanitizer/hand wash and gloves.

3. Nodal officers must check with District Disaster Management Authority for the availability of mask, hand sanitizer/hand wash and gloves for our officers, if it is not possible, expenses can be met from *office expenses and other charges*.
4. All essential correspondences are to be dealt in the digital form ,ie, only through official e-mails.
5. As per Government Circular No SS-1/50/2020/GAD dated 18/03/2020 all field officers are directed to stick a notice for controlling visitors in their office.
6. All district nodal officers shall submit daily activity report to the State Nodal officer through e-mail *irrgncovid19@gmail.com* before 6PM every day.
7. On emergency situation (like breach in canal or emergency maintenance work etc) inform the concerned Chief Engineer and then take urgent necessary action accordingly.
8. All field officers shall always keep their mobile and land phones switch on position and take all calls.
9. All departmental officers shall check their official e-mails all the time and take necessary actions accordingly.
10. All controlling officers shall ensure that, until the regulations against COVID-19 are lifted, no transfer order shall be issued and no officers shall be relieved from the present station.
11. Further instructions shall be issued after getting instruction from Government in this matter.

The meeting came to an end at 11.15 AM.



Chief Engineer (I&A)

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