



**OFFICE MEMORANDUM**

No.IRC- 13(2)/2020

Dated: 23<sup>rd</sup> March, 2020

**Subject: Preventive Measure to contain the spread of COVID-19**

In compliance with instructions issued by Ministry of Road Transport & Highways dated 23.03.2020 (copy enclosed) on the above subject, following measures have been taken by Indian Roads Congress to control COVID-19:

- (i) The office would be functioning with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work. The Divisional Heads (Administrative Division, Technical Division, Accounts Division and Sale Division/Membership Division) should ensure completion of the essential work related to their Division.
- (ii) To ensure smooth operation of IRC, a control room has been set up at IRC Bhavan, Kama Koti Marg, Sector 6, R.K. Puram (011-2617 1548). In case of any exigency, DS (Admn.) and DD (Technical) will be available at all times on telephone and electronic means of communication as under: -

1. Shri D. Sam Singh, Deputy Secretary (Admn.), Mob. 9643862990 ds.irc-morth@gov.in

2. Shri Rahul Patil, Dy. Director (Tech.): Mob : 9312849826 dd.irc-morth@gov.in

2. These instructions shall be applicable with immediate effect.

*Naveen*  
23-3-2020  
(Naveen Tewari)  
Under Secretary – III

Copy to:

1. PA to Secretary General
2. All officials and staff of IRC
3. Web-site of IRC

**Please Note :** All correspondence should be addressed to the Secretary General by designation only