



**ARUN SINGHAL**

Special Secretary

Tel. : 011-23062857

Telefax : 011-23061447

E-mail : arun.singhal@nic.in

Dear Sir,



सत्यमेव जयते

सचिव (डाक सेवा बोर्ड)
डा. सं. ५६।
दिनांक ६/३/२०

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 Singh*  
(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 circles  
to do the needful

*Arun Singh*  
6/3/20

*6/3/20*