

**ALL INDIA INSURANCE EMPLOYEES' ASSOCIATION**  
**LIC BUILDING SECRETARIAT ROAD HYDERABAD 500 063**  
**(E-mail: [aiieahyd@gmail.com](mailto:aiieahyd@gmail.com))**

Cir. No. 11/2020

20<sup>th</sup> March, 2020

To  
All the Zonal/Divisional/State/Regional Units

Dear Comrades,

**CORONAVIRUS (COVID-19)**  
**TAKE ALL PRECAUTIONS AND LET'S UNITEDLY FIGHT ITS SPREAD**

The outbreak of the Novel Coronavirus Disease (Covid-19) has gripped a large number of countries across the world. India is no exception to this. The World Health Organisation (WHO) has declared the outbreak of the COVID-19 as a pandemic. The government of India has also declared the outbreak of the COVID-19 as a national disaster. Globally, the number of deaths due to the disease has crossed 10,030 while the total number of affected has crossed the figure of 2,44,517. As of now, India has reported 186 positive COVID-19 cases out of which the total number of Active cases stand at 167. Since the disease does not have any cure or any vaccine as of now, preventive measures and adequate safeguards seem to be the only way out. Cleanliness and hygiene apart, social distancing is being suggested as the best way out to avoid further spread of the disease and ensuring that there is no community transmission. We would appeal all our comrades not to panic at this moment but to leverage all our efforts at ensuring cleanliness, hygiene and a good working ambience in the office with adequate safeguards.


AIIEA is in constant touch with the LIC management with a view to ensuring the safety and well-being of the employees. While regular footfalls of customers in our offices cannot be wished away since we are a customer centric organisation, we have requested that adequate safeguards be provided. The LIC has come out with elaborate guidelines and action plans to ensure that no community transmission of the disease takes place in our office premises. Quick Response Teams (QRTs) have been constituted at the CO/ZO/DO level and Zonal Managers and Senior Divisional Managers have been empowered to take necessary decisions on the recommendations of the respective QRTs. One has to appreciate that since the spread of the disease is uneven across India, there has to be a calibrated response depending upon the severity and spread of the disease. The LIC has empowered the Zonal Managers to take appropriate decisions in times of emergency situations in compliance with the directives of State governments and District Administrations. Accordingly, the management has issued some specific regulations in respect of offices situated in Mumbai in the State of Maharashtra which, incidentally, has the highest incidence of the disease in India.

We would request our units at the Zonal/ Divisional/Base Units to be in regular touch with the managements at the appropriate level and see to it that the guidelines issued by the CO are scrupulously followed. Please see to it that hand washes/ liquid soaps/ sanitizers are provided in adequate quantity, computers/mouses/keyboards are cleaned on a regular basis, washrooms and washbasins are cleaned at regular intervals. We would request our units to take particular care of our Cash Counters and Cashiers because the cashiers have to handle a large number of soiled notes during the course of their daily work. We would also request our employees to avoid public transport wherever possible. We must take adequate precautions at our houses too. We need to ensure that our Guest Houses follow the Central Office instructions strictly.

The AIIEA is committed to protecting the interests of the employees and that of the institution. The AIIEA will certainly take appropriate action at the appropriate time depending upon how the situation evolves in the coming days. Let's unite to fight the spread of the COVID-19 disease with calm fortitude. We shall overcome.

With Greetings,

Comradely Yours



General Secretary