

J-21011/6/2021-Coord (Part-I)  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
Coordination Section

\*\*\*

Room No. 05, Ground-Floor, B-Wing  
Shastri Bhawan, Dr. Rajendra Prasad Marg  
New Delhi, dated 16<sup>th</sup> April, 2021

**OFFICE MEMORANDUM**

**Subject: Do's and Don'ts of Video Conference (VC) – Guidelines for use.**

The undersigned is directed to refer to OM No. A-50013/135/2020-Admn dated 31<sup>st</sup> August, 2020 on above said subject and to say that all Organisations, Wings, Divisions of DoWR, RD & GR are requested to strictly comply with the guidelines enclosed herewith while attending Video Conference.

**Encl: As above**

**(Rajan Bhasin)**  
**Under Secretary to the Govt. of India**  
**Tel: 011-23074033**  
**Email: uscoord-mowr@nic.in**

To

1. All the organizations of Department of Water Resources, RD & GR.
2. All Wings/Divisions/Branches of this Department.

651403/2020/Coordination Section

A-50013/135 2020-Admn.  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR

\*\*\*

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 28<sup>th</sup> August, 2020  
31<sup>st</sup>

**OFFICE MEMORANDUM****Subject: Dos & Don'ts of Video Conferencing (VC) – Guidelines for Use**

During this period of COVID-19, many meetings/conferences are being conducted virtually through electronic means. It has been felt that general etiquette needs to be maintained by the personnel using electronic means for conducting attending meetings, conferences etc. In this context, the undersigned has been directed to forward herewith "*Dos & Don'ts of Video Conferencing-Guidelines*". The same is enclosed as Annexure.

Encl: As above


(A.K. Kaushik)

Under Secretary to the Government of India

Tel:011-23738126

Email:[usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in)

To

1. All Wing Heads/ Division Heads/ Branch Heads/ Section In-charges/ Unit In-charges
2. Director (Coordination), D/o WR, RD & GR - It is requested that this guidelines may be forwarded to all Organisations under the Department.
3. Director (e-Gov/ID) – It is requested to monitor the issues related to Video Conferencing and if need be instructions may be issued from time to time for efficient utilization of electronic means for conducting meetings/conferences etc.
4. For uploading on Intranet of the Department.

Copy to:

1. PS to Hon'ble Minister (Jal Shakti)
2. PS to Hon'ble Minister of State (Jal Shakti)
3. PPS to Secretary (WR, RD & GR)/ PS to DG(NMCG)/PPS to Additional Secretary (WR, RD & GR)/ Sr.PPS to ADG(MI Stats)
4. PPS to JS (Admn.)/ PPS to JS (IC & GW)/ PPS to JS & FA, DoWR, RD & GR

ANNEXUREDos & Don'ts of Video Conferencing (VC) – Guidelines

1. Participants are advised to familiarize themselves with the platform being used before the VC begins.
2. Laptop, Desktop or a tablet should be the preferred mode, as this gives more flexibility and operational ease.
3. Create a Login (user ID & password) and login Prior to the start of VC.
4. Please join 5-10 min. before the start of the VC.
5. As soon as you join the VC, kindly put your mike on Mute. Keep it on mute position unless you are speaking.
6. Test your audio and/or video before a scheduled call.
7. Test the functionality of sharing the screen. The PPT or the document to be shared on screen should be open prior to sharing the Screen.
8. Kindly make sure that the room is sufficiently lighted and you are facing towards the light. (Try pointing a strong desk lamp at the wall you're facing. You get good front light without having to look directly into a harsh light.)
9. Picture in Picture (PIP) is your best reference, you can see yourself and your surroundings just as others on the call can. Pay close attention to what you see there, and make adjustments as necessary.
10. Ensure that the positioning of the Camera is such that it does not distract other participants in the video meetings.
11. Be punctual and courteous. Introduce yourself whenever required and take note of other attendees' names so you can address them by name.
12. Keep your mobile(s) in silent mode.
13. Avoid multi-tasking, as all can see each other. Do not carry on side conversation.
14. Switch off the camera, if required, but kindly make sure that it is switched on while speaking.
15. Please Dress appropriately.
16. Kindly Close unused applications & videos, as they can be CPU/memory intensive.
17. Minimize your hand gestures and body/head movements as well.
18. Consider posting your comment/question in the chat window.
19. Whenever you want to speak, kindly raise your hand.
20. If you are facing low bandwidth problem, please turn off your video, this is expected to improve your voice quality.
21. Please do not leave meeting without taking permission. Joining and moving away from meeting time and again creates disturbances.
22. Kindly be attentive to what is spoken or shown in presentation.

*Ramkrishna*  
3/8/2020