

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

No.F.20-06(MISC)/2020-Estt.I

Dated: 21.04.2020

MEMORANDUM

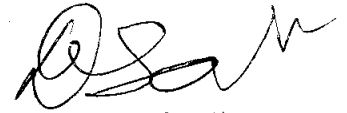
Subject: Preventive measures to contain the spread of COVID-19 - reg.

This is with reference No.V-16020/72/2020-INI-I (INI-I Section) dated 17th April, 2020 (copy enclosed) issued by the Ministry of Health & Family Welfare on the above subject enclosing therewith OM No. Z.28015/17/2020-Estt.I dated 16th April, 2020 wherein attention is invited to the Order No. 40-3/2020-DM-I(A) dated 15th April, 2020 issued by Ministry of Home Affairs regarding consolidated revised guidelines on the measures to be taken by the Ministries/Department of Government of India, State/UT Governments and State/UT Authorities for containment of COVID-19 in the country.

2. As per para 18 of Ministry of Home Affairs consolidated revised guideline all working days will be normal working days in respect of Ministry of Health & Family Welfare and its Autonomous/Subordinate offices.

3. In view of above, all Non-clinical/Administrative staff working in non-clinical areas are also directed to use reusable face cover and follows other instructions as contained in Ministry of Health & Family Welfare OM No. Z.28015/17/2020-Estt.I dated 19th April, 2020 (Copy enclosed). However, for those residing in notified containment zones, they are required to follow the guidelines of the concerned State Government regarding movement and join the office when allowed to under intimation to their controlling officers. The instructions of Ministry of Health & Family Welfare mentioned above are to be adopted by all staff of the Institute as would be applicable.

4. All Dean(s)/Chief of Centre/ Medical Superintendent/ Head of Departments/other Controlling Authorities/Accounts and Administrative Officers are requested to initiate necessary action in compliance with above instructions during the period of extended period of lockdown.

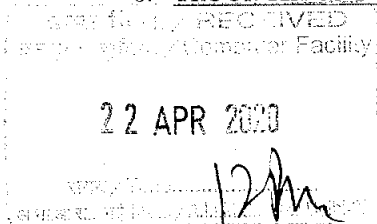


(DEO NATH SAH)
CHIEF ADMINISTRATIVE OFFICER

Encl. As Above

Distribution :-

1. All Chiefs of Centres.
2. All Heads of Departments/Units.
3. The PPS to Director/PS to Dean (Acad/Exam/Research)/MS/DD(A)/Sr. FA/ Dy. Secretary/CAO.
4. All controlling officers of various Establishment Sections/Cell etc.
- ✓ 5. **The Computer Facility** - with a request to upload the OM on official website of the Institute
6. **The Sr. Hindi Officer** - with a request to provide the Hindi version of the OM.



18/4/20

**IMMEDIATE
BY EMAIL**

No. V-16020/72/2020-INI-I
Government of India
Ministry of Health & Family Welfare
(INI-I Section)

Nirman Bhawan, New Delhi
Dated the 17th April, 2020

To,

1. The Director,
AIIMS, New Delhi.
2. The Director,
PGIMER, Chandigarh.
3. The Director,
JIPMER, Puducherry.

Sub: Circulation of consolidated revised guidelines dated 16th April 2020 on the measures to be taken by Ministries/Departments & their Autonomous Institutes for containment of COVID-19- reg.

Sir,

The undersigned is directed to forward herewith this Department's O.M. number Z.28015/17/2020-Estt-I dated 16th April 2020 regarding above cited subject for information & necessary action

Yours faithfully,

Durgesh Gupta 17/4/20
(Durgesh Gupta)
Section Officer
Ph.: 2306 3021

Copy to: Director (PMSSY)- for similar action with regard to all new AIIMS under PMSSY Division

All New AIIMS under PMSSY Div.

No.Z.28015/17/2020-Estt.I
Government of India
Ministry of Health and Family Welfare
Department of Health and FW

Nirman Bhawan, New Delhi
Dated: 16th April 2020

OFFICE MEMORANDUM

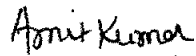
Subject: Consolidated Revised Guidelines on the measures to be taken by Ministries/Department of Government of India, State/UT Governments for containment of COVID-19 - Reg.

Kind attention is invited to the Order No.40-3/2020-DM-I(A) dated 15th April 2020 whereby the Ministry of Home Affairs have issued consolidated revised guidelines on the measures to be taken by the Ministries/Department of Government of India, State/UT Governments and State/UT Authorities for containment of COVID-19 in the country.

2 Vide para 3 of the said order, the Ministry of Home Affairs have, inter-alia, allowed select additional permitted activities as enumerated in para 5 to 20 of the said order. As per para 18, all working days will be normal working days in respect of Ministry of Health & FW and its Autonomous/ Subordinate offices. The para 18 (i), is reproduced below :

(i) — Defence, Central Armed Police Forces, **Health and Family Welfare**, Disaster management and Early Warning Agencies (IMC, INCOIS, SASE and National Centre of Seismology, CWC), National Informatics Centre (NIC), Food Corporation of India (FCI), NCC, Nehru Yuva Kendras (NYKs) and Customs to **function without any restriction.**

3. All the employees coming to the office must use reusable face cover. Those employees who are residing in notified containment zones are required to follow the guidelines of the concerned State Government regarding movement in these containment zones and join office only when they are allowed to do so.


(Amit Kumar)

Under Secretary to the Govt. of India
Telefax: 23061323

To

All Officers and staff of the Ministry of Health and Family Welfare

Copy to (i) All Joint Secretaries in the M/o H & FW – for circulating the same among the autonomous/ subordinate offices under them.

(ii) Director (Admn), Dte. GHS.

No.Z-28015/17/2020-Estt.I
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated the 19th April, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken by Ministries / Departments of Government of India, State/UT Government for containment of COVID-19.

In continuation of the Office Memorandum of even number dated 16th April, 2020 drawing attention to Ministry of Home Affairs' consolidated guidelines regarding functioning of offices from 20th April, 2020, all officers/officials are advised to take following precautionary measures in order to contain spread of COVID-19:

- (i) Must use reusable/cloth face cover
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (iii) Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- (iv) Maintain personal hygiene and physical distancing.
- (v) Strict disinfection protocols should be followed in the building/room as per guidelines.
- (vi) Practice frequent hand washing with soap and water or use alcohol-based hand rub/sanitizers.
- (vii) Seating arrangement in Sections/rooms may be made to ensure adequate distance between officials in the rooms.
- (viii) Gathering especially in canteens must be avoided.
- (ix) Gathering of 5 or more persons at any place in the office should be avoided.
- (x) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes has already been suspended. Only Those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
- (xi) Meetings should be done through video conferencing only.
- (xii) undertake essential correspondence on official email and avoid sending physical files and documents to other offices, to the extent possible.
- (xiii) facilitate delivery and receipt of dak at the entry point itself of the office building, as far as possible.



(xiii) All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.

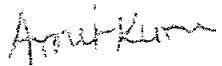
(xiv) Such employees should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:
<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>

(xv) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.

(xvi) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any front-line work requiring direct contact with the public.

2. ~~The employees who are residing in notified containment zones are advised to follow the guidelines of the local authorities regarding movement in these zones and should join office only when such conditions are relaxed by the concerned local authorities.~~

3. All employees are advised to strictly follow the above mentioned precautionary measures.


(Amit Kumar)

Under Secretary to Government of India
Telefax: 23061323

To All officers and staff of the Ministry of Health and Family Welfare.

Cap. 334

All Joint Secretaries in the MoH&FW for circulating the same among the autonomous bodies / subordinate offices under them

Director (Medical), D.O. 303