

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

No. F. 20-06/2020 (M/R/C) - EHS-I

Dated : 30.4.2020

Subject : Attendance of staff during lockdown period – regarding

There have been reports that some of the controlling officers are insisting upon employees to be physically present in the offices/work place despite their being either sick or not being able to move due to restrictions during lockdown.

In this regard, we all need to take note that due to lockdown, there are restrictions on movement of people, especially inter-state and many employees (regular/outsourcing/contractual) are genuinely facing difficulty in reporting to their work places.

Government guidelines during lockdown allow us to let such employees work from home and mark them to be present.

Further, those employees who are not feeling well are to be discouraged from coming to office. Such employees are advised to stay at home and work from home. In case their illness persists and symptoms are of COVID-19, they could approach the EHS for medical treatment.

These measures are to ensure welfare of the employees and also help administration in containing COVID-19.

Those employees who are not able to report to office/workplace due to any of the above reasons, may be asked to submit their explanation to this effect by sending an email/picture of application through whatsapp for records and further necessary action. Such employees are to be deemed to be present.

All concerned are requested to bring this to the notice of all for necessary action and compliance.

SKA
(Dr. Sanjay Kumar Arya)
Prof., Deptt. of Hospital Administration &
Professor Incharge (Faculty & Rectt. Cell)

OK
Distribution : All Chiefs of Centres/ All Heads of Departments/ Units.

11/5/20
cc. : The 2PS to Director/PS to Deptt./Asst. Dir. (M/R/C) Cell

Dr. Sanjay K. Arya

Dr. Arun

05/05/2020