

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

F.No.20-06/2020- Estt. I

Dated: 27.04.2021

OFFICE MEMORANDUM

Subject: Functioning of office during outbreak of COVID-19 - Instructions on maintenance of attendance of Officers/Staff - regarding.

In pursuance of the guidelines issued by Ministry of Home Affairs vide its O.M. F.No.43020/07/2020-Ad.I dated 15th April, 2021 (copy enclosed) and Ministry of Health and Family Welfare OM No.Z-28015/16/2020-Estt.I dated 19th April, 2021 (copy enclosed) on the subject cited above and advisory /decision taken in meeting of COVID-19 Task Force held on 09.04.2021, it has been decided that Group 'B' & 'C' Administrative Staff may attend office with fifty percent (50%) attendance with staggered timings on rotational basis. However, any particular officer/staff may be called by concerned Chief of Centre/Head of Department/Controlling Officers-in-charge as per their need while ensuring health protocols and social distancing. Moreover, it has further been decided that concerned Chief of Centre/Head of Department /Controlling Officers-in-charge may also allow any officer/official under his/her control to work from home keeping in view COVID like symptom and health condition of officer/ official. Any officer/official residing in containment zone may be allowed to work from home by concerned Chief of Centre/Head of Department/Controlling Officers-in-charge.

2. Chief of Centre/Head of Department/Controlling Officers-in-charge may draft the weekly roster for their concerned Divisions/Sections/Office ensuring attendance of staff as Para-1 above. While working from home, all officers/staff will also be available through mobile phones and e-mails. Official meeting and discussion may be conducted online and physical meetings / interactions with public may be avoided.

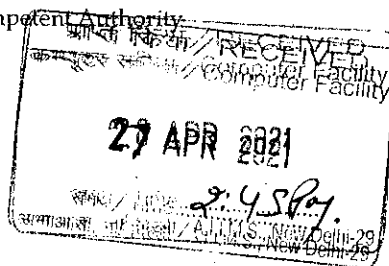
3. This arrangement of maintenance of attendance will, however, be without violating the norms of social distancing and other mandatory requirements like use of mask and sanitizer as per advisory issued by Ministry of Home Affairs and Ministry of Health & Family Welfare from time to time. All officials and staff are advised to ensure that there is no gathering / crowding in the corridors. MTS and housekeeping staff may be specifically sensitized in this regard.


4. It is emphasized that the essential services like Medical Supply, Oxygen Supply, Recruitment, Manpower planning process and COVID Patient Care should not be compromised due to roster duty as advised above

5. The above instructions/guidelines shall come into effect immediately and will remain in force until further order

This issues with the approval of Competent Authority

Hindi version will follow

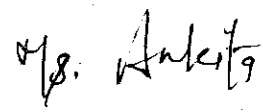




(DEO NATH SAH)
CHIEF ADMINISTRATIVE OFFICER

Encl As above

Copy to:

1. The Dean (Academic/Research/Exam)
2. The Medical Superintendent (Main Hospital)
3. All Chief of Centres/Head of the Deptt./Units/Sections
4. The Dy. Secretary/SE/CAO, AIIMS, New Delhi
5. The Financial Advisor/ All F & CAO and All Accounts Officer-II & III/Hospital /CNC /IRCH /RPC/JPNATC/CDER/CRHS Ballabgarh
6. All Sr. Admn. Officer/ Admn. Officer/ Asstt. Admn. Officer-/Hospital /CNC /IRCH /RPC /JPNATC /CDER /CRHS Ballabgarh
7. All Union/Associations of AIIMS, New Delhi
8. The Computer Facility - with a request to upload this on official website of the Institute
9. The Sr. Hindi Officer - with a request to provide the Hindi version of the same for uploading on AIIMS website.

F. No. 43020/07/2020-Ad.I
Bharat Sarkar/Government of India
Grih Mantralaya/Ministry of Home Affairs

North Block, New Delhi,
Dated 15th April, 2021

OFFICE MEMORANDUM

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


In view of the unprecedented rise in the numbers of Covid-19 cases in Delhi, it has been decided to take measures to prevent its spread. Accordingly, following instructions / guidelines are issued for strict compliance :-

- (a) Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional / Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required on administrative grounds.
- (b) All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- (c) All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM – 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors. Roster system by Divisional / Wing Heads to take care of this aspect.
- (d) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- (e) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (f) All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- (g) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- (h) Meetings, as far as possible, to be conducted through video-conferencing.

(g) Entry of outsiders/visitors to be curtailed appropriately.

(h) All employees of the age of 45 years and above are advised to get themselves vaccinated.

2. The above instructions / guidelines shall come into effect immediately and **will remain in force until 30.04.2021 or further orders, whichever is earlier.**


(Subodh)
15/4/21.

Under Secretary to the Govt. of India
Tele. No. 23094008

To

All Joint Secretary and above level officers in MHA and Department of Official Language

Copy to:

- (i) All officers/Sections/Desks of MHA(P)/DOL/DoJ including personal establishment of ministers.
- (ii) SO(IT), MHA for uploading the OM on e-office portal of MHA.

No. Z-28015/16/2020-Estt.I
Government of India
Ministry of Health and Family Welfare
(Department of Health and Family Welfare)

Nirman Bhawan, New Delhi
Dated the 19th April, 2021

OFFICE MEMORANDUM

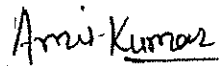
Subject: Preventive measures to be taken by Ministry of Health and Family Welfare, Government of India for containment of COVID-19 – reg.

In light of the recent surge in the number of COVID-19 cases across the Country including Delhi/NCR, it has been decided to take the following precautionary measures in addition to the measure already suggested vide OM of even no. dated 26.03.2021 and 15.04.2021:

(i) Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional Heads. Divisional Heads can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required due to administrative exigencies.

(ii) All officers of the level of Deputy Secretary/Director, equivalent and above are to attend office on regular basis.

2. The above instructions / guidelines shall come into effect immediately and will remain in force until further order.


(Amit Kumar)

Under Secretary to the Govt. of India
Telefax: 23061323

To

All the JSs/EAs of this Ministry (through e-Office)

Copy to:

- i. Addl. PS to HFM/PS to MoS (AKC)
- ii. Sr. PPS to Secretary
- iii. PPS to DGHS/PPS to AS&FA/Sr. PPS to AS(H)/Sr. PPS to AS&MD
- iv. Director (Admn.), Dte. GHS for necessary action
- v. DS (Admn.), DFR