



# ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

(An Institution of National Importance under Ministry of Health & Family Welfare)

भारत सरकार / Government of India

AIIMS/Deoghar/2021-22/07/Circular-Notice/Admin./41

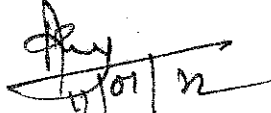
Date 11.01.2022

## OFFICE MEMORANDUM

### **Sub:- Preventive measures to contain of Novel Corona Virus (COVID-19) reg.**

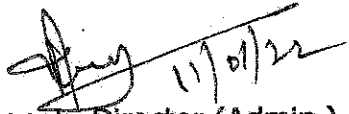
In view of the unprecedented rise in the number of Covid Cases in the campus of PTI and Devipur AIIMS Deoghar and in light of DoPT letter No. F.No. 11013/9/2014-Estt.A-III Dated 03.01.2022, it has been decided to take measures of prevent its spread. Accordingly, following Instruction/guidelines are issued for strict compliance with immediate effect till 31<sup>st</sup> January 2022 this will remain in force till new order received:-

- a) Faculties/ Officers of the level of Under Secretary or equivalent and below be allowed to work from home and also their physical attendance in office be restricted to 50% of the actual overall strength. Roster for their attendance to be prepared by concerned HoDs/ Divisional /Wing Heads. Individual HoDs/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 Faculties/Officers of the level of Deputy Secretary equivalent and above are to attend office on regular basis.
- c) Persons with disability and pregnant women employees shall be exempted from attending office/OPD/IPD but are required to work from home.
- d) The Faculties/Officer/Staff shall follow staggered timing as per duty roster which issued by concerned HoDs or sectional Head.
- e) Those Faculties/Officer/Staff who are not attending office and working from home shall be available on Mobile and any electronic means of communication at all time.
- f) The Faculties/Officer/Staff will have to attend office as and when required in the interest of service and nobody to leave station without permission also.
- g) Meeting as far as possible, shall be conducted on Video conferencing and personal meeting with visitors. Unless absolutely necessary in public interest, are to be avoided.
- h) Faculties/Officer/Staff have to ensure strict compliance with Covid appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.

  
11/01/22

- i) Proper cleaning and frequent sanitization of workplace, particularly of the frequent touched surfaces may be ensured. HoDs/Nodal officer of Covid-19 may also ensure non crowding in corridors, canteen, club, library etc.

This has got approval of the competent authority.

  
Deputy Director (Admin.)  
AIIMS Deoghar

Copy to:-

- 1 PS to Executive Director, AIIMS Deoghar
- 2 ALL HODs/F.I., AIIMS Deoghar
- 3 Associate Dean, AIIMS Deoghar
- 4 M.S. AIIMS Deoghar
- 5 Registrar, AIIMS Deoghar
- 6 Principal Nursing College, AIIMS Deoghar
- 7 Executive Engineer (EE) , AIIMS Deoghar
- 8 Administrative Officer, , AIIMS Deoghar
- ✓ 9 I.T. Cell, AIIMS Deoghar for uploading the OM on official website.
- 10 Nodal Officer, (Covid-19) AIIMS Deoghar
- 11 ALL Notice Board, AIIMS Deoghar