



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

No: - AIIMS/DEOGHAR/2021-22/07/Circular-Notice/Admin.

Date:-05.05.2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of employee working at AIIMS Deoghar- Extension in Date of validity of guidelines - reg.

Reference is invited to O. M of even number; dated 17th April, 2021, vide which instructions/guidelines were issued for regulating attendance in All India Institute of Medical Sciences (AIIMS) Deoghar so as to prevent the spread of Covid 19- cases. Since the situation has not yet improved to a desirable level, it has been decided, with the approval of the Competent Authority, that the validity on the O. M. may be extended up to 31st May, 2021 or until further orders, whichever is earlier. The instruction/guidelines are reiterated below for strict compliance by all Officers/ HoDs/ Faculty In-charge / Official of AIIMS Deoghar:

- (a) Physical attendance of the officers/faculties of the level of Under Secretary or equivalent and below be restricted to 50% of the actual strength. HoDs may regulate the attendance of faculty/ officials and may on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- (b) All officers/ faculties of the level of Deputy Secretary/ equivalent and above are to attend office on regular basis.
- (c) The officers/ staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9:00 AM to 1:30 PM
 - 9:15 AM to 1:45 PM
 - 9:30 AM to 2:00PM
- (d) All faculties/officers who do not attend office on a particular day are to make themselves available on Telephone and other electronic 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) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- (g) All Officials who attend office shall strictly follow Covid-appropriate behavior including wearing of face mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

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- (h) Crowding in lifts, staircases, corridors, common areas, including refreshment kiosk and parking areas is to be strictly avoided.
 - (i) Meetings, as far as possible, to be conducted through video-conferencing.
 - (j) Entry of outsiders/ visitors to be curtailed appropriately.
 - (k) In compliance of O M of even number dated 22.04.2021, all employees of the age of 18 years and above, are advised to get themselves vaccinated.
 - (l) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. All Officers/ Faculties / Officials may ensure strict compliance of the instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T, from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further order.
 3. These guidelines shall be effective from the 1st of May, 2021.


Deputy Director (Admin.)
AIIMS Deoghar

To

1. PS/PA office to ED.
2. All HoDs/Faculty In-charge.
3. Executive Engineer (Electrical).
4. Notice Board.
5. Supervisor, Security Guard.
6. F/I IT Cell - for uploading the OM on official website.