

**INDIAN COUNCIL OF MEDICAL RESEARCH  
DEPARTMENT OF HEALTH RESEARCH  
MINISTRY OF HEALTH & FAMILY WELFARE**

**ORDER**

Dated: 19<sup>th</sup> May, 2020

**Subject: Preventive measures to be taken to contain the spread of Novel Corona virus (COVID-19) – Attendance regarding.**

**References:**

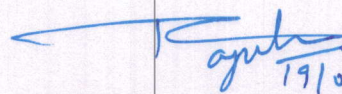
1. MHA order no. 40-3/2020-DM-I (A) dated 24.03.2020 with addendum dated 25.03.2020
2. MHA order no. 40-3/2020-DM-I (A) dated 15.04.2020
3. MHA order no. 40-3/2020-DM-I (A) dated 01.05.2020
4. MHA order no. 40-3/2020-DM-I (A) dated 17.05.2020
5. DOPT order no.11013/9/2014-Estt.A.III dated 18.05.2020

At the outset, I would like to congratulate all Directors / Director-in-charges for handling the COVID-19 emergency very well. Now, keeping in view the employees affected with COVID-19 at NIOH, NICED, NIOP and the lockdown being extended till 31/05/2020, the following guidelines are reiterated for strict compliance.

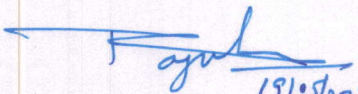
- (a) All officers of the level of, SO/AO/Sr. AO/ACO/Sr. ACO/Scientist D and above shall attend office on all working days.
- (b) For regulating the attendance of other officers and staff below the said level of Scientist D, all Heads of the Institute/Centre/Division shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff, who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communication at all times.
- (c) All Heads of the Institute/Centre/Division shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

1 <sup>st</sup> Shift	:	9AM to 5.30PM
2 <sup>nd</sup> Shift	:	9.30AM to 6PM
3 <sup>rd</sup> Shift	:	10AM to 6.30PM
- (d) Wearing of face cover is compulsory in all public and work places.
- (e) Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/UT local authority.
- (f) Social distancing shall be followed by all persons in public places and in transport.
- (g) As far as possible, the practice of work from home should be followed.
- (h) Provision for thermal screening, hand wash and sanitizer shall be made at all entry and exit points and common areas.
- (i) Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.

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- (j) Use of Arogya Setu App is mandatory for all employees and it shall be the responsibility of the Head of the respective Institute/Department to ensure 100% coverage of this App among the employees.
- (k) Sufficient quantities of hand sanitizers shall be made available in the work place.
- (l) Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- (m) Large physical meetings should be avoided.
- (n) Persons above 65 years of Age, persons with co-morbidities, pregnant women and Female employees who have children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
- (o) Lunch breaks of the staff are to be staggered.
- (p) Hospitals/Clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.
- (q) Intensive communication and training on good hygiene practices shall be taken up.
- (r) Arrangements for transport facilities shall be ensured with social distancing, wherever personal/public transport is not feasible.
- (s) Employees who are coming by their own transport i.e. four wheeler vehicles will have maximum two passengers besides the Driver. For two wheelers, pillion rider not allowed.
- (t) The officers to whom official laptops are provided shall ensure that they do the official work from home.
- (u) The employees allowed to work from home shall not leave stations without prior permission from the office.
- (v) Any matter which requires utmost attention shall be forwarded through SMS alerts or email to the next officer in the channel.
- (w) Video Conferencing should be used as far as possible.
- (x) Officers working from home should attend office, if called for any exigency of work.



(Jagdish Rajesh)

Assistant Director General (Administration)