

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

No.F.20-06/2020 (COVID/Attendance)-Estt.I

Dated: 26/6/2020

OFFICE MEMORANDUM

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

The following guidelines are to be adopted to deal with different situations of absence of work arising due to the COVID-19 pandemic and Govt. directions during the period of lockdown (i.e. 24.03.2020 to 31.05.2020). However, each individual case will need to be examined separately before taking any decision.

(i) PATIENT CARE AREA DUTY

- (a) In case during the course of duty in patient care areas a Doctor/Nursing officer/Para Medical/ Support staff (Regular/Contractual/Outsourced) is found to be positive, in such cases period of quarantine may be treated as Special Casual Leave. Recommendation for quarantine and fitness certificate will be issued by EHS Screening Team. Leave will be sanctioned on this basis by Controlling Officer concerned.
- (b) Those employees who come in contact with COVID positive employees/patients during the course of duty and are labeled as High Risk and advised quarantine, medical leave due and admissible, may be given for such period of quarantine.
- (c) Those employees who are found to be high risk contact (contact at work/home setting) and therefore have been recommended for quarantine by EHS Screening Team but finally found negative will submit application for grant of Medical Leave or Leave of the kind due as admissible. No Medical/fitness certificate is required at the time of joining.

(ii) WORK FROM HOME

In these cases where the employee (Regular/Contractual/Outsourced) worked from home as per roster prepared by the department concerned during the period of lockdown, such period is to be treated as on duty.

(iii) ABSENCE WITHOUT INFORMATION

- (a) Those staff who have not attended the office on the dates of duty as per roster shall apply for, leave of kind due to be granted subject to the satisfaction of controlling officer on genuineness of reason for absence.
- (b) In cases, where controlling officer is not satisfied that the employee has submitted the cogent reason for remaining absent from duty, such cases should be put up to Competent Authority for decision to initiate disciplinary proceedings.

(iv) RESTRICTIONS ON MOVEMENT FROM RESIDENCE TO OFFICE

In case where an employee has informed about the restrictions on movement making him/her unable to attend the office, he/she should be asked to submit application mentioning detailed reasons for not being able to come to office for the consideration of the Competent Authority with supporting documents. Such person would be deemed to be on duty if their claim is considered to be genuine by the Controlling Officer.


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- (v) Employee who are on official tour and are unable to join back his/her duties due to Govt. directions for home quarantine, such period of quarantine shall be treated Special Casual Leave without DA. Such employee will be asked to submit documentary proof for being quarantined.

All Chief of Centre/Head of Departments/Dean/Medical Superintendent/Section Officers are requested to kindly bring the above information to the notice of all faculty members/Officers/employees, under their control for compliance.

This issues with the approval of the Competent Authority. However, the guidelines may subsequently be changed based on any specific directions of the Govt. of India in this regard.

Hindi version follow



(DEO NATH SAH)
CHIEF ADMINISTRATIVE OFFICER

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