



सत्यमेव जयते

जवाहरलाल सातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(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

धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

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No. Admn.I.8(80)/2018

Dated :27/03/2020

CIRCULAR

Sub: JIPMER – Preventive measures to contain the spread of COVID-19 - Reg.
Ref: Circular No. Admn.I.8(80)/2018 dated 25/03/2020 & 26/03/2020.

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In continuation of the Circular No.Admn.I.8(80)/2018 dated 25/03/2020 & 26/03/2020, it has been decided by the Competent Authority that the Group “A” (including Faculty members, GDMOs & Resident doctors[PGs & SRs]) may be allowed to work from home on a weekly roster basis in two batches (25/03/2020 to 02/04/2020 and 03/04/2020 to 14/04/2020 – model format is enclosed herewith) i.e. up to 14th April 2020, provided that Head of the Unit / Department feels that they can be spared.

2. The Medical Superintendent / Dean (Academic) /Dean(Research)/ /Dean, Karaikal/Concerned Head of the Department/other Controlling Authority are requested to draw a roster accordingly, thereby allowing 50% of the Group “A” (Faculty members, GDMOs & Resident doctors[PGs & SRs]) to work from home in first batch and alternate with the remaining 50% the next batch ending 14th April 2020. Those are allowed to work from home in each week and not required to be physically present in office shall also be marked present. They, however, must be explicitly directed to be available on telephone/mobile, so that, they can be contacted or called back in case of exigency of work. They cannot leave station in any case.

3. The Medical Superintendent / Dean (Academic) /Dean(Research)/ /Dean (Karaikal)/Concerned Head of the Department/other Controlling Authority are requested to initiate necessary action in compliance with above instruction. They may add any other officers/employees under their control whose presence they feel is not physically required in the Institute (not directly related to the treatment/control of spread of ‘COVID-19’).

4. Action taken report may please be provided to the undersigned.


27 MAR 2020

DEPUTY DIRECTOR (ADMN.)
DEPUTY DIRECTOR (ADMN.)
JIPMER, PUDUCHERRY

To

All Department/Section/Units – with a request to circulate among the Faculty, Staff & Residents

Copy to

1. P.S. to Director/M.S/Dean (Academic)/Dean(Research)
2. PA to Dean (Karaikal)/DD(A)/Sr. Accts Officer/Sr. Admn. Officer, JIPMER
3. Welfare Officer/ACO/Estate Manager
4. Officer-in-Charge of Integrated IT Wing – with a request to upload in JIPMER website.

Name of the Department/Section _____
JIPMER, PUDUCHERRY

PREVENTIVE MEASURES TO CONTAIN THE SPREAD OF COVID -19

Roster for the Group A (including Faculty members, GDMOs & Resident Doctors [SRs & PGs]) employees allowed to work from home from 25.03.2020 to 02.04.2020 (First Batch)

Sl.No.	Name of the employee	Designation	Mobile No.	Mail ID
1				
2				
3				
4				
5				

Roster for the Group A (including Faculty members, GDMOs & Resident Doctors [SRs & PGs]) employees allowed to work from home from 03.04.2020 to 14.04.2020 (Second Batch)

Sl.No.	Name of the employee	Designation	Mobile No.	Mail ID
1				
2				
3				
4				
5				

Signature of the HOD/Section-incharge/Unit-incharge

To
The Individual Concerned.
Copy to:
DD(A), JIPMER.