



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर 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

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

Dated :25/03/2020

CIRCULAR

Sub: JIPMER – Preventive measures to contain the spread of COVID-19 - Reg.

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This is with, reference on the OM No. 11013/9/2014-Estt.(A-III) dated 19th March 2020 issued by Government of India, Ministry of Personnel, Public Grievances and Pension, Dept. of Personnel & Training on the subject mentioned above(Copy enclosed).

2. As can be appreciated, the above mentioned O.M. of the Govt. of India is to further enable social distancing wherever possible and thus reduce the scope for spread of the “COVID-19” pandemic.
3. However, the OM also has made it clear that the instructions shall not apply in the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19”.
4. Keeping the instruction of the Govt. of India in view, it has been decided by the Competent Authority that the Group “B” and “C” employees who will not have a major role to play in the treatment of ‘OR’ control of spread of “COVID-19” 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) i.e. up to 14th April 2020, provided that Head of the Unit / Department feels that they can be spared.
5. Those employees would also include outsources/contract employees working in various places not related to treatment of control of spread of ‘COVID-19’.
6. The Medical Superintendent / Dean (Academic) /Dean(Research)/ /Dean, Karaikal/Concerned Head of the Department/other Controlling Authority/Sr. Accounts and Sr. Administrative Officers are requested to draw a roster accordingly, thereby allowing 50% of the employees to work from home in first batch and alternate with the remaining 50% the next batch ending 14th April 2020. Those employees 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.
7. The Medical Superintendent / Dean (Academic) /Dean(Research)/ /Dean (Karaikal)/Concerned Head of the Department/other Controlling Authority/Sr. Accounts Officer and Sr. Administrative Officer are requested to initiate necessary action in compliance with above instruction. They may add any other Group ‘B’ and ‘C’ 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’).
8. Action taken report may please be provided to the undersigned. This issues with the approval of the Competent Authority.

25.3.20

(Hawa Singh)

Sr. Administrative Officer,
SENIOR ADMINISTRATIVE OFFICER
JIPMER, PUDUCHERRY.

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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 B & C 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 B & C 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:

The Senior Administrative Officer, JIPMER.