

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH
VISUAL DISABILITES (DIVYANGJAN)
116, RAJPUR ROAD, DEHRADUN**

Dated: 23 Mar 2020

OFFICE ORDER

Sub: Preventive measure to contain the spread of COVID-19

In the wake of COVID -19 outbreak and imposition of lockdown in the state by the Uttarakhand government vide Office of the Secretary, Medical, Health and Family Welfare and Medical Education order no.UKmfws/PS-MDNHM/2019-20/217 dated 22 Mar 2020 (Copy enclosed) to contain the spread of Corona Virus (COVID-19). The following instructions are issued:-

(i) The employees of 50 years and above may stay at home and complete their respective assignments from home only. All employees using public transport as mode of transportation may also work from home.

(ii) Nodal Officers for different emergency services will be as follows:

Sl.No	Department	Nodal Officer	Mob No.
(i)	Safai	Shri Manish Verma	9837339902
(ii)	MED	Dr. Surendra Dhalwal, Asst. Professor	9412053116
(iii)	Security	Dr. Pankaj Asst. Professor	8578956677
(iv)	Hostel & Mess	Shri Amit Sharma, Incharge Principal	9045453985
(v)	Accounts	Shri Ranvir Singh Chauhan, LDC	9412318869
(vi)	Purchase	Shri C S Suraj, SO(A)	9734414724
(vii)	Director Office	Shri Adib Sidiuqi, LDC	6393587272
(viii)	Dispensary	Shri Jai Karan	9837975161

(iii) All departments other than emergency services (MED, Dispensary, Hostel, Mess, Security, Safai, Guest house etc.) may opt for work from home. They should seek assignments from respective unit heads.

(iv) All officials need to follow preventive measure as suggested by Government for COVID-19 at offices and at their home.

(v) Dispensary service will remain open. Shri Jai Karan to provide sufficient sanitation material to Safai department for sanitisation and disinfection for next two days. In charge Safai in coordination with dispensary staff shall ensure needful.

(vi) In case of emergency employees can be called at short notice as and when required.

(vii) As far as possible no new entries will be permitted inside campus. Security officer to ensure the staffs are wearing proper uniform and in possession of employee ID card. Not more than four members including family members to gather in a place.

(viii) Staff members residing in the campus are advised to stay at home only. Only one member per house will be allowed to step out of campus to purchase daily needs. Security in charge for strict compliance

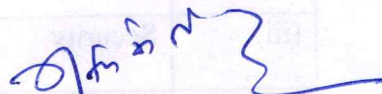
(ix) Contractual/outsourced workers will be paid on lock down days.

(x) Till 31st March except for the nominated staff by HOU, rest to stay and work from home.

(ix) Control room (0135-2744491) is opened at main gate on 24 x 7 basis. Any employees facing any difficulty in health or other difficulties should contact the control room for any assistance.

(x) RC Chennai and CRC Sundernagar to put up relevant orders with similar guidelines for approval at the earliest.

2. These instructions shall be applicable with immediate effect.


(Nachiketa Rout)
Offg. Director

To

- 1. All Departmental/Unit heads.
 - 2. All officers and employees of the Institute
- } for strict compliance

Copy to

- 1. O/o The Joint Secretary, DEPwD, Ministry of Social Justice & Empowerment
 - 2. O/o District Magistrate, Dehradun
 - 3. O/o The Sr. Supdt. of Police (SSP), Dehradun
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