

**CSIR – INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU**

No: IIIM/COA/Misc.-2020

Dated: 21.08.2020

**OFFICE MEMORANDUM**

In view of increasing number of COVID-19 cases in CSIR-IIIM and residential colony located in the campus, the Director CSIR-IIIM, Jammu, on the recommendations of the Surveillance team and Response committee, has approved the following:-

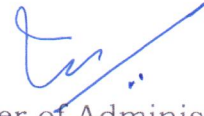
1. All staff members and students shall strictly avoid non-essential travel to outstations.
2. If a staff member/student has to perform journey in emergent circumstances he/she shall seek written permission to leave station and submit leave application to his/her HOD. The HOD's shall forward the applications to the Competent Authority along with their recommendations for approval/sanction and simultaneously inform the surveillance team and Security Officer immediately about such travel.
3. A separate register shall be maintained by the security at the main gate of the institute/colony and those staff members/students who proceed for travel shall make entry in the said registers mentioning the date and time of to and fro journey and the places to be visited.
4. Staff members/students who have already undertaken journey without submitting application for leave/station-leaving permission shall now submit the same with full details of journey to their respective HOD's who in turn shall inform the surveillance team and security about these details.
5. The employees/students returning after performing outstation journeys (with or without COVID report) are required to be quarantined and get themselves tested for COVID-19 as per the extant guidelines in the matter.
6. A poster of quarantine will be pasted on the door of persons who will be in home quarantine.
7. Employees who are residing in colony shall avoid receiving of guests during the pandemic. However, in emergent cases guests may be allowed only after intimation to the Surveillance Team and Security. The surveillance team shall maintain a record of such visiting guests.
8. Employees/students are not allowed to leave the station on weekends without approval of the Competent Authority on the recommendations of the HOD's.
9. Wearing of Face mask is compulsory for all persons visiting the institute's campus and colony.

Contd....2



10. All the employees/students and the visitors to the institute/colony (including maids/gardner/milkman/parcel delivery person/ex-employees who are coming to dispensary etc.) will have to undergo thermal scanning at the main gate of Institute/colony.
11. Decisions regarding quarantine will be made by the Competent Authority on the recommendations of the surveillance team in accordance with extant guidelines in the matter from time to time.
12. Social distancing norms shall be strictly adhere to and unnecessary gathering (more than 03 persons) shall be avoided in the campus/colony.

All employees/students shall scrupulously comply with above mentioned instructions. Strict action shall be taken against those employees/students who do not abide with the said instructions.



Controller of Administration

Copy to:-

1. All Sectional Heads/HOD's | For ensuring compliance
2. Security Officer
3. Members of Surveillance and Response Committees.
4. PS to Director
5. Dr. Amit Nargotra for uploading on Intranet.