

ALI YAVAR JUNG NATIONAL INSTITUTE OF SPEECH AND HEARING DISABILITIES (D)
MUMBAI - 50

No. Estt/ 8949

Date : 17/4/2020

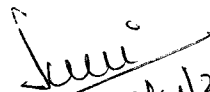
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The Ministry of Home Affairs, New Delhi vide order No. 40-3/2020-DM-I(A) dated 15/4/2020 have issued consolidated revised guidelines on locked down measures for containment of COVID-19 pandemic which will continue to remain in force upto 3rd May 2020. Accordingly, It is proposed to implement the same at AYJNISHD as under :

1. All Officers in Level 12 and above are requested to attend Office w.e.f. 20/4/2020.
2. Remaining officers/staff are requested to attend the office meeting 33% of the total strength as per requirement.
- 2(a) All HODs/SI/ADs/OICs shall immediately draw up a roster of officers/staff required (meeting 33% of the department/section strength) to attend duties and inform the concerned officials to attend duties from 20.4.2020 onwards . A copy of the same may be submitted to the Establishment section
- 2(b) While drawing the roster, the names of officials residing in containment Zone/red zone and those who are unable to commute to office due to non availability of public transport may be excluded.
- 2(c) Officials who are not included in the roster and working from home shall be assigned the duties daily and should be available on land line or mobile and other electronic mode of communication and shall attend office in case of any exigencies
3. Common precaution such as maintaining social distance, wearing masks and gloves, restricting movements, washing hands regularly etc. are to be strictly followed by the officials attending duties. Separate guidelines in this regard will be issued soon
4. All HODs are requested to monitor the work of their department/section staff and ensure that uninterrupted rehabilitation services are offered to the clients and their families
5. All HODs & Course coordinators are requested to plan and monitor the online activities of Long term training programmes in lines with University/govt guidelines from time to time
6. All staff are requested to register for free online health emergency programme of WHO and IGOT of Govt. of India

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7. All faculty members are requested to initiate researches on various aspects of COVID 19 and its impact on the lives of Individuals with speech and hearing disabilities in the country
8. All are requested to develop awareness materials for the clients and their families and undertake short term training/skill development programmes via online


DIRECTOR 17/4/2020

To:

All HODs and Sectional Incharges

All RCs and CRCs.

To

Dr. Prabodh Seth, Joint Secretary

Dept. of Empowerment of Persons with Disabilities (D)

Ministry of Social Justice and Empowerment, Govt. of India

Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003