

# ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029

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No.F.20-06(MISC)/2020-Estt.I

Dated: 04.04.2020

## MEMORANDUM

Subject: Preventive measures to contain the spread of COVID-19 - reg.

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In continuation of this office memorandum of even number dated 20<sup>th</sup> March, 2020 on the subject cited above, it has been decided that the Chief/HoD/Controlling Authority may decide the requirement of Officer/Staff in their Centre/Deptt./Section/Unit to meet the requirement of essential services on day to day basis and draw up roster of the staff accordingly for the period upto 14.04.2020.



(DEO NATH SAH)  
CHIEF ADMINISTRATIVE OFFICER

### Distribution :-

1. All Chiefs of Centres.
2. All Heads of Departments/Units.
3. The PPS to Director/PS to Dean (Acad/Exam/Research)/MS/DD(A)/Sr. FA/CAO/Dy. Secretary.
4. All controlling officers of various Establishment Sections/Cell etc.
5. The Computer Facility - with a request to upload the OM on official website of the Institute

Sh. S. K. SAH

Sh. Jayeev K.

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