

भारत सरकार
परमाणु उर्जा विभाग
राजा रामन्ना प्रगत प्रौद्योगिकी केंद्र

सन्दर्भ संख्या Adm./GA-III/2021/ 15

जनवरी 6, 2022

परिपत्र/ CIRCULAR

विषय: कोविड-19 के प्रसार को रोकने के उपाय के संबंध में।

Sub: Measures to prevent spread of Covid-19 reg.

यह दिनांक 08.12.2020 के आरआरकेट के परिपत्र संख्या 14/05/2020-GAC/2287 के विषय वस्तु के क्रम में है (प्रतिलिपि संलग्न)।

This is in continuation of RRCAT Circular No.14/05/2020-GAC/2287 dated 08.12.2020 on the subject matter **(copy enclosed)**.

2. नए कैलेंडर वर्ष में फिर से कोविड-19 के मामलों में वृद्धि के शुरुआती संकेतों को ध्यान में रखते हुए, कोविड -19 कार्य- वातावरण प्रबंधन समिति (सीडब्ल्यूईएमसी) ने दिनांक 03.01.2022 को आयोजित अपनी बैठक में आरआरकेट के तकनीकी और आवासीय क्षेत्र में आरआरकेट के अधिकारियों/परिवार के सदस्यों के बीच महामारी के प्रसार को रोकने के लिए दिशानिर्देशों पर फिर से विचार करने का निर्णय लिया है। विस्तृत विचार-विमर्श के बाद, समिति ने वायरस के प्रसार को रोकने के लिए एक सुरक्षित कार्य वातावरण बनाए रखने हेतु निम्नलिखित सिफारिशों की हैं जिन्हें निदेशक द्वारा अनुमोदित किया गया है :

2. Keeping in view initial signs of surge in cases of Covid-19 again in new calendar year, Covid-19 Work Environment Management Committee (CWEMC) in its meeting held on 03.01.2022 has discussed and decided to revisit the guidelines to contain spread of pandemic in the RRCAT technical and residential area among officials / family members of RRCAT. After detailed deliberations, the Committee has made the following recommendations to contain spread of virus for maintaining a safe working environment which has been approved by the Director:

- (i) कार्यालय में उपस्थित होने वाले सभी पदाधिकारी कोविड के उचित व्यवहार जैसे- मास्क पहनना, उचित शारीरिक दूरी बनाए रखना, सैनिटाइजर का उपयोग एवं साबुन और पानी से बार-बार हाथ धोना का सख्ती से पालन करेंगे।
All officials who attend office shall strictly follow Covid appropriate behavior viz. wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

- (ii) बैठकें, यथासंभव वीडियो-कॉन्फ्रेंसिंग/ई-सभा के माध्यम से आयोजित की जाएंगी।
Meetings, as far as possible to be conducted through video-conferencing/e-Sabha.
- (iii) सभी पदाधिकारियों को अनुदेश दिया जाता है कि वे सतर्कता अनुभाग, आरआरकेट द्वारा दिनांक 08.12.2021 को जारी पत्र संख्या 14/05/2020/Vig./1377 के द्वारा जारी किए गए परिपत्र के अनुसार आरआरकेट इन्फोनेट में अपने टीकाकरण की स्थिति को दिनांक 14.01.2022 को या उससे पहले, यदि पहले से अद्यतित नहीं है, का अद्यतन करें तथा परमाणु उर्जा केन्द्रीय विद्यालय (एईसीएस) में शिविर का आयोजन होने पर अपने बच्चों (15 से 18 वर्ष की आयु के बीच) को टीकाकरण के लिए भी प्रोत्साहित करें।
All the Officials are instructed to update their status of vaccination in RRCATinfonet as per circular issued by Vigilance Section, RRCAT vide letter No. 14/05/2020/Vig/1377 dated 08/12/2021 on or before 14/01/2022 if not already updated and also encourage their wards (Between age 15 to 18 years) to get themselves vaccinated as and when camp is arranged in AECS.
- (iv) सभी पदाधिकारी जो दौरे/छुट्टी/अवकाश/सी-ऑफ के दौरान मुख्यालय को छोड़ रहे हैं, को मुख्यालय लौटने पर तुरंत स्वास्थ्य जांच के लिए आरएमसी को रिपोर्ट करने की सलाह दी जाती है।
All officials who are leaving the HQrs. during tour / leave / holidays / C-Off are advised to report to RMC for health check-up immediately on return to HQ.
- (v) सभी अधिकारियों से अनुरोध है कि यदि उनके परिवार का कोई सदस्य/रिश्तेदार पिछले पांच दिनों के दौरान विदेश से उनके पास आया है तो वायरस के प्रसार की सुरक्षा सुनिश्चित करने के लिए प्रभाग प्रमुख/स्वतंत्र अनुभाग प्रमुख को इसकी सूचना दें।
All Officials are requested to inform the concern Head of Division/Independent Section Head if any family/relatives have visited them from foreign country during last five days to ensure safety of spread of virus.

- (vi) सभी पदाधिकारियों से अनुरोध है कि वे उन सेवा प्रदाताओं (अर्थात- घरेलू नौकरानियों /दूध वाले आदि) को काम/अनुबंध पर रखें जो पूर्ण रूप से टीकाकृत हैं या यदि पहले से टीकाकरण नहीं किया गया है तो उन्हें टीकाकरण के लिए प्रोत्साहित करें।
All officials are requested to engage those service providers (viz. housemaids/milkman etc.) who are fully vaccinated or encourage them to get vaccinated if not already done.
- (vii) चाय की पेंटी और सेंट्रल कैंटीन में भीड़भाड़ से बचा जा सकता है। भीड़भाड़ और कोविड के उचित व्यवहार का पालन न करने पर उल्लंघन करने वालों के खिलाफ अनुशासनात्मक कार्रवाई की जा सकती है।
Crowding at tea pantries and Central Canteen may be avoided.
Crowding and non-abidance of Covid appropriate behavior may invite disciplinary action against the violators.
- (viii) कोविड के लक्षण वाले पदाधिकारियों से अनुरोध है कि वे स्वास्थ्य जांच के लिए आरएमसी को रिपोर्ट करें और आरएमसी के प्रभारी/चिकित्सा अधिकारी के निर्देशों का पालन करें।
The Officials with any symptoms of Covid are requested to report to RMC for health check and follow the instruction of In-charge / Medical Officer of RMC.
- (ix) सीएचएसएस लाभार्थी जो चिकित्सा अधिकारी, आरएमसी की सलाह पर अपने आवास से कोविड परीक्षण के लिए नमूने देना चाहते हैं, वे संग्रह शुल्क (वर्तमान में 200/- रुपए) के भुगतान पर ऐसा कर सकते हैं जो स्वयं द्वारा वहन किया जाएगा। आरटीपीसीआर जाँच का खर्च आरआरकेट द्वारा वहन किया जाएगा।
The CHSS beneficiaries who wish to give the samples for Covid testing on advice of MO, RMC from their residence may do so on payment of the collection charges (presently Rs.200/-) which shall be borne by the individual. The cost of RTPCR test will be borne by RRCAT.
- (x) अधिकारी/परिवार के सदस्य जो प्राथमिक संपर्क में हैं और उनके नमूने जाँच के लिए ले लिए गए हैं, उनसे अनुरोध किया जाता है कि वे तब तक कार्यालय में न आए जब तक उनकी नेगेटिव रिपोर्ट प्राप्त नहीं हो जाती है। तथापि, यदि आरआरटी द्वारा रैंडम नमूना लिया जाता है, तो उन्हें सलाह दी जाती है कि वे उचित सावधानी के साथ रिपोर्ट के परिणाम तक कार्यालय में उपस्थित रहें। यदि पदाधिकारियों या उनके परिवार के सदस्यों के संबंध में कोविड -19 पॉजिटिव रिपोर्ट प्राप्त होती है, तो उन्हें सलाह दी जाती है कि वे

आरएमसी के चिकित्सा अधिकारी की सलाह के अनुसार होम क्वारंटाईन रहें और कोविड के उपयुक्त प्रोटोकॉल का सख्ती से पालन करें। उन्हें आवश्यक आपूर्ति या किसी अन्य आवश्यकताओं, यदि कोई हो तो, के लिए स्वयं-सेवकों की सेवाओं का लाभ उठाने की सलाह दी जाती है। संदर्भ हेतु स्वयं-सेवकों की सूची अनुलग्नक-1 के रूप में संलग्न है जिसे समय-समय पर अद्यतित किया जाएगा और कोविड कॉर्नर पर अपलोड किया जाएगा।

The Officials / family members who are primary contacts and their samples have been taken for testing are requested not to attend office till their report is received and it is negative. However, if random sampling conducted by RRT, they are advised to attend office till outcome of report with due precaution. In case Covid-19 positive report is received in respect of Officials or their family members, they are advised to strictly follow the Covid Appropriate Protocol and get home quarantine as advised by Medical Officer of RMC. They are advised to avail the services of the Volunteers for essential supplies or any other requirements, if any. The list of Volunteers is enclosed as **Annex-I** for reference purpose which will be updated and uploaded on Covid Corner from time to time.

(xi) कोरोना पॉजिटिव पाए गए पदाधिकारियों से अनुरोध है कि वे प्राधिकारियों द्वारा निर्देशित एसीसीसी (अहिल्या कोविड केयर सेंटर) या किसी अन्य स्थान पर क्वारंटाईन के लिए स्थानीय प्रशासन के साथ सहयोग करें।

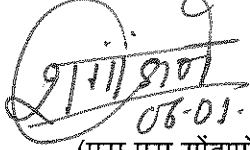
The officials tested corona positive are requested to cooperate with the Local Administration for quarantine at ACCC (Ahilya Covid Care Centre) or any other places as directed by the Authorities.

(xii) पदाधिकारियों से यह भी अनुरोध है कि जब भी जिला प्रशासन की आरआरटी (रैपिड रिस्पांस टीम) नमूनों का संग्रहण करने के लिए उनके यहाँ दौरा करें, तो वे उनसे सहयोग करें।

The Officials are also requested to cooperate with RRT (Rapid Response Team) of District Administration whenever they visit for collecting samples.

सभी अधिकारियों एवं कर्चारियों से अनुरोध है कि उपरोक्त दिशा-निर्देशों के साथ-साथ जिला प्रशासन/राज्य सरकार/ केंद्र सरकार द्वारा कोविड-19 के प्रसार को रोकने के लिए समय-समय पर जारी दिशा-निर्देशों का पालन करें; इन दिशानिर्देशों को इंफोनेट के कोविड कॉर्नर में अपलोड किया जाएगा। इसके अलावा, कोविड -19 कार्य-वातावरण प्रबंधन समिति (सीडब्ल्यूईएमसी) और आरएमसी द्वारा तैयार दिशानिर्देशों का एक सेट आरआरकेट के वेबसाइट और इंफोनेट के कोविड कॉर्नर में अपलोड किया गया है और एक सुरक्षित कार्य-माहौल बनाए रखने के लिए आरआरकेट इंफोनेट को संदर्भित किया जा सकता है।

All the officials are requested to follow the above guidelines as well as guidelines issued by District Administration / State Govt. / Central Govt. from time to time to prevent spread of COVID-19, these guidelines will be uploaded in Covid Corner of RRCAT Infonet. In addition, a set of guidelines prepared by CWEMC and RMC have been uploaded in Covid Corner of RRCAT website and RRCAT Infonet may be referred to for maintaining a safe working environment.


06-01-2022
(एस.एस.गोंडाणे)

मुख्य प्रशासनिक अधिकारी

संलग्नक : यथोपरि/ Encls: as above.

आरआरकेट के सभी पदाधिकारिगण- मेल-आल के माध्यम से/ All the Officials of RRCAT –
Through MAILALL.

प्रतिलिपि :

अध्यक्ष, एसीआरएमसी/ Chairman, ACRMC

अध्यक्ष, कोविड-19 कार्य वातावरण प्रबंधन समिति/ Chairman, COVID-19 Work Environment
Management Committee

निदेशक का कार्यालय/ Director's Office

सभी समूह निदेशक/ All Group Directors

सभी सह-निदेशक/एचओडीआईएस, आरडी, आईआरपीएसयू - कृपया सभी ठेकेदारों को अनुदेश दें कि वे उन मजदूरों को काम पर लगाएं, जो पूर्ण रूप से टीकाकृत हैं। टीकाकरण प्रमाण पत्र की प्रति प्राप्त करने के बाद तकनीकी/आवासीय क्षेत्र में प्रवेश की अनुमति दी जा सकती है।

All Associate Directors / HODIS, RD, IRPSU – Kindly instruct all the Contractors to engage those labourers who are fully vaccinated. Permission for entry into technical / residential area may be allowed after obtaining a copy of certificate of vaccination.

उप मुख्य सुरक्षा अधिकारी/उप समादेष्टा सीआईएसएफ - आवासीय और तकनीकी क्षेत्र में रैंडम प्रवेश करने वाले मजदूरों/सेवा प्रदाताओं के संबंध में टीकाकरण प्रमाण पत्र की जांच करने का अनुरोध किया जाता है/ DCSO / DC CISF - It is requested to check certificate of vaccination in respect of labourers / service providers entering residential and technical area randomly.

List of Volunteers who may be contacted for providing essential services to Corona Positive Patients / Primary contacts of Corona Positive case for assistance in RRCAT residential colony.

Sr. No.	Name (Shri./Dr.)	Designation	Division	C. C. No.	Phone (o)	Phone (R)	Mobile No.	Remark
1.	M. P. Kamath	SO/G	HEOS, LTD	250	2621 / 2633	7341 / 2321158	9302103180	-
2.	Y.B.S.R. Prasad	SO/H	HELPS, LTD	323	2004	7359	8989408539	-
3.	R. K. Nathwani	SO/G	IOD	752	8115	7371 / 2320720	9424052195	-
4.	Sanjiv Kumar Tiwari	SO/F	LTD	996	2614 / 2615	2321910	9407423130	-
5.	C. H. Prem Singh	SA/E	LTD	928	8411	-	9202655199	-
6.	G. Murlidharan	SA/E	LTD	843	2613 / 2614	2320211	9406621149	-
7.	K. Paneerselavam	Foreman/C	LCDFS	1107	8511	-	9406621107	-
8.	Devilal Godara	Foreman/C	IOD	847	8116 / 8619	-	9424880760	-
9.	S. Sowrirajan	Sr. Tech./J	LCDFS	838	8506	-	8962725031	-
10.	K.K. Punetha	Sr. Tech./J	IOD	529	2193 / 8116	7261	9893491573	-
11.	Sanjay Kumar Jaiswal	Tech. Sup/A (Drg.)	IAD	1236	8585	2322919	9425314919	-
12.	Vikas Kumar	FB	Fire & Safety Cell	1817	8085	-	8269910488	-
13.	Yogesh Kumar	Foreman/A	BDCSD	1497	8619	7086	9425345926	-
14.	Sameer Kumar	Tech./D	RFSD	2078	2731 / 2759	-	9109259367	-
15.	S. Mani	Foreman/C	APSD	872	8064	7059	-	-
16.	S. D. Meena	AO-III	Admn.	2302	8818	-	9425901781	-
17.	Santosh Kumar Khare	APO	Admn.	2233	8811	-	9423526975	-
18.	Sanjay Likhari	Steno	Admn.	906	8817	-	9926048863	-
19.	Vishwas Kharat	Steno	Admn.	2220	8817	-	8989930367	-
20.	Dheeraj Bhavsar	UDC	Admn.	1888	8812	-	9425063678	-
21.	Abdul Rahiman	UDC	Admn.	2183	8814	-	9052259812	-
22.	Alkanj shukla	UDC	Admn.	2350	8812	-	8871103194	-

फोन नं./Tel. No. : (0731)2488816

फैक्स/Fax No. : 0731-2321344



भारत सरकार

Government of India.

परमाणु ऊर्जा विभाग

Department of Atomic Energy

राजा रामन्ना प्रगत प्रौद्योगिकी केंद्र

Raja Ramanna Centre for Advanced Technology

Administration Building

डाक:केट/PO: CAT, इन्दौर/Indore

पिन/PIN: 452 013 (भारत/INDIA)

वेबसाइट/Website : www.cat.ernet.in

Ref. No. 14/05/2020-GAC/ 2287

December 8, 2020

CIRCULAR

Subject: Measures to prevent spread of Covid-19 – req.

It has been observed that over the last few weeks, the number of new cases have been rising rapidly in RRCAT campus. The laxity in observance of guidelines for preventive measures of COVID-19 spread as issued by Nodal Ministries/Local and RRCAT Administration from time to time may be attributed to this rising number of COVID-19 cases besides resumption of activities and festival seasons etc.

2. The Nodal Ministries viz. MHA (Ministry of Home Affairs), MH&FW (Ministry of Health and Family Welfare) and DAE as well as Local Authority are taking various steps from time to time to contain spread of Corona virus and the same have been given wide publicity in RRCAT. In addition, a set of guidelines to contain spread of Covid-19 has been made available on RRCAT net by COVID-19 Work Environment Management Committee and RRCAT Medical Centre for maintaining a safe working environment at RRCAT work places for wider circulation and to create awareness about the existing Novel Corona Virus Disease pandemic. All the instructions have also been posted under Covid-19 corner of RRCAT and website from time to time.

3. It is once again emphasized that Corona positive / COVID-19 patients / primary contacts of Corona positive patients / and their family members residing with him/her must follow the advice given by In-charge RMC regarding home quarantine and should refrain from going out of their residence till certified. In order to provide necessary assistance for day-to-day needs of employees at their door steps, a group of Volunteers who have kindly consented to provide assistance to the persons advised to be home quarantined by In-Charge RMC, is formed in RRCAT as per Annexure-I. They may be contacted in case of any assistance requirement.

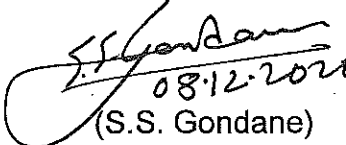
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4. With a view to sensitizing employees and residents of RRCAT, the guidelines issued by the Nodal Ministries are reiterated again in a simplified manner under heading "Do's and Don't to contain spread of COVID-19 in Offices" as per **Annexure-II** and Roles and Responsibilities as per **Annexure-III**, for strict compliance.

This issues with the approval of Director, RRCAT.

Hindi version follows.


08.12.2020
(S.S. Gondane)
Chief Administrative Officer

All Group Directors/Heads of Divisions/Sections/Lab

To all officials in RRCAT – through 'Mail All'

Copy to:

Chairman, ACRMC

Chairman, COVID-19 Work Environment Management Committee

Office of Director, RRCAT

Copy to: DC, CISF Unit, RRCAT } for monitoring and reporting non-
DCSO, RRCAT } compliance of guidelines by Officials.

Annexure – II

Do's and Don'ts to contain spread of COVID – 19

Do's	Don'ts
Use face cover/mask in Office/Public Places	Lower down mask while talking
Keep extra face cover/mask in case of it becomes wet.	Visit crowded place
Install Aarogya Setu Apps and check status before leaving for office.	Spit in public place /office
Keep social distancing in office (minimum 6 feet distance/ do gaz ki doori)	Attend social functions/ public gathering unless it is unavoidable that too by following guidelines issued by MoH&FW.
Use alcohol-based sanitizer	Use mask/face cover which is worn out and torn due to frequent use.
Practice frequent hand washing with soaps/liquid soaps (for at least 20 seconds) even when hands are not visibly dirty.	
Conduct maximum meetings through Video Conferencing/ eSabha as for as possible	
Practice respiratory etiquettes covering one's mouth and nose while coughing/sneezing with a tissue/ handkerchief/flexed elbow and disposing off used tissues properly.	
Door and window may be kept open for proper ventilation as far as possible.	
If seating in a closed room, room temperature may be maintained in the range of 24-30C and relative humidity in the range of 40-70%.	
Reporting Mechanism	
Persons suffering from cold, cough, fever or shortness in breath may consult In-Charge RMC over telephone and / or email and follow instructions of In-Charge RMC.	
Immediate Superior should also be informed about health status with advice of In-Charge of RMC.	
Till report of Corona testing is received, employee/family members may be home quarantined as advised by In-Charge RMC	
If testing done, status of report may be informed to In-Charge RMC over phone and Immediate Superior	

If detected positive, he should inform to immediate Superior and declare about his primary contacts during last seven days.	
Corona Positive patient may follow advice of In-Charge RMC regarding further treatment and quarantine guidelines issued by Nodal Ministry from time to time.	
In-Charge RMC may report to Head, CSD, Immediate Superior and CAO about Corona positive report of any Official/family members detected positive.	
If Primary contacts of Corona positive cases are attending office in emergency, they should work in isolation (in a separate room) to avoid contacts with colleagues.	
Employees visiting outstations during holidays/tour/leave may consult In-charge RMC before joining duty (preferably in the Morning) with prior intimation to In-Charge, RMC	

Annexure – III

Roles and responsibilities of Sections/Divisions specific to the preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)

Sr.No.	Officer/s & Committee	Responsibilities
1.	CAO/AO-III	<ul style="list-style-type: none"> (i). Dissemination of guidelines issued by Nodal Ministries/DAE/Local Authorities/COVID-19 Work Environment Management Committee of RRCAT (ii) Instructions regarding leave regularisation as per DAE guidelines (iii) Referring the matter to COVID-19 Work Environment Management Committee (CWEMC) as and when required (iv) Circulate the guidelines prepared by CWEMC after approval of Competent Authority
2.	Head, CSD & Chairman, CWEMC	<ul style="list-style-type: none"> (i) To display posters/banners at prominent places in Offices and Residential Colony containing the message of MoH&FW regarding use of face cover/mask/frequent hands washing and social distancing etc. as recommended by CWEMC (ii) To undertake sanitization of work place / residence where positive case is detected (iii) To provide few quantity of extra mask to Group Offices for distribution to employees / contract workers if anybody forgot to bring or does not have appropriate mask / face cover.
3.	In-Charge RMC	To check health status of Employees visited outstations during holidays/tour/leave before joining duty (preferably in the Morning)
4.	Member Secretary, CWEMC	<ul style="list-style-type: none"> (i) To arrange periodic inspection to ensure availability of sanitizers at each place of work in consultation with Chairman, CWEMC (ii) To ensure availability of sufficient quantity of sanitizers in Stores

5.	DC CISF	<ul style="list-style-type: none"> (i) Thermal scanning of each employee at main gate of Guard House (ii) CISF Staff with symptoms of corona virus to be quarantined as advised by In-charge RMC
6.	DCSO/SO	<ul style="list-style-type: none"> (i) Thermal scanning at Main Gate of RRCAT colony (ii) Monitoring and submitting report of violation of guidelines issued by Administration regarding containment of Corona pandemic (iii) Announcement through PA system as per instruction of CAO in RRCAT residential colony
7.	Head, Computer Division	To display information in RRCAT Infonet for wide publicity regarding Corona virus under COVID-19 corner and website as and when received through Administration
8.	Section Heads / Division Heads / Lab Heads	<ul style="list-style-type: none"> (i) To ensure that each employee who visited outstation during holidays/tour/leave has undergone health check-up at RMC before joining (ii) To ensure that sanitizer is available at the entrance of each building/ appropriate locations. (iii) To ensure that regular cleaning is done at the work place (iv) To ensure availability of soap / liquid soap in wash rooms of each building (v) To ensure that all employees are wearing mask, follow social distancing norms and guidelines issued by Local Authority /Administration of RRCAT/CWEMC (vi) To conduct maximum meeting(s) through eSabha / video conferencing (vii) A separate dustbin should be purchased which may be kept at appropriate locations for proper disposal of face covers / masks / gloves left over by employees / visitors.

		<p>(viii) Punctuality in attendance of housekeeping staff and cleaning to be ensured. Register / Chart to be maintained for common area cleaning as per work order.</p> <p>(ix) In case primary contacts of corona positive cases are attending office in emergency, adequate measures should be taken to avoid contact with their colleagues.</p>
9.	In-Charge of Vehicle	To make a provision for availability of sanitizer with Driver in each vehicle and commuters should sanitize their hands while boarding the vehicle / alighting from the vehicle. Driver should ensure that sanitizer bottle is not left in the vehicle unattended.
10.	Each official/ employee of RRCAT	<p>(i) Official residing in containment zone / buffer zone as declared by Local body of State Government should inform immediately to Reporting Officer / Section Head. It is the responsibility of each Official to check whether their residential area is declared as containment zone / buffer zone.</p> <p>(ii) Employee should inform the details of the persons(s) who came from outside and stayed with them within 3 working days to RMC. The details may include Name, age, relationship, travel history (within Country or abroad within last 15 days, date from which they are residing with them, illness history specific to COVID-19 pandemic.</p> <p>(iii) Primary contacts of Corona Positive cases accommodated in Transit Guest House may avail the services of Volunteers as per Annexure-I for any kind of services</p>
11.	General Section	Circulation of "Dos & Don'ts to contain the spread of Covid-19" for wide publicity amongst the employees of RRCAT.