

Government of India  
Department of Atomic Energy  
RAJA RAMANNA CENTRE FOR ADVANCED TECHNOLOGY

Ref. No.: 8/111/2020/Vig/691

Date: 02.07.2021

**Sub :** Functioning of RRCAT Medical Centre-Revision of timing reg.

Reference is invited to Office Order No. 14/5/2020-GAC/676 dated 31.03.2020, Circular No. 8/37/2020/Vig/1118 dated 16.10.2020 and Circular No. 14/5/2021-GAC dated 24.04.2021 on the above subject.

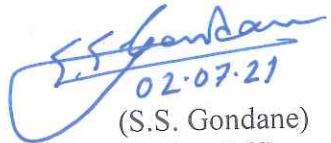
2. In partial modification of the above referred Office Order and Circulars, the Competent Authority in this Centre has decided that w.e.f. **05.07.2021 (Monday)**, RRCAT Medical Centre will function on all working days as per the timings and instructions given in the enclosed **Annexure**.

3. All CHSS beneficiaries may please note that the revised arrangement is being made to maximize availability of Medical Officers and supporting staff in RMC. The beneficiaries may also note that the timings and the functioning of RMC may be revised again, if the need arises in future in view of COVID-19 pandemic. The beneficiaries are, therefore, required to extend their fullest cooperation to RMC staff for making the functioning of RMC safe and more effective.

4. All other contents of the above referred Office Order dated 31.03.2020 will remain unchanged until further orders.

5. This is issued with the approval of Director, RRCAT.

Encl: a.a.

  
02-07-21  
(S.S. Gondane)  
Chief Administrative Officer

**All employees/retirees through Mailall/RRCAT Website.**

**Copy for information to :**

1. Office of Director, RRCAT.
2. All Group Directors/Functional Heads, RRCAT.
3. Chairman, ACRMC, RRCAT.
4. All Medical Officers, RRCAT.
5. DCSO, RRCAT.
6. Dy. Commandant, CISF, RRCAT Unit.

**SOP for RMC functioning**

**(To be followed from 05<sup>th</sup> July 2021)**

- 1) The RMC Timings will be from 8 AM to 7 P.M. (Monday to Friday) and 8 AM to 3 PM (Saturday). Closed on all Sundays and Gazetted Holidays.
- 2) The regular File timings on working days: 8 AM to 1 PM and from 4 PM to 6:30 PM (Monday to Friday) and 8 AM to 12:30 PM (Saturday).

The time slot from 8 AM to 9 AM and 5:30 PM to 6:30 PM (Monday to Friday) will be exclusively for **employees only**. CHSS beneficiaries are requested to adhere to the timings to ensure smooth functioning of RMC.

**3) Instructions for patients:**

- All patients coming to Medical Centre for consultation and physical examination should adhere to the instructions given by the Doctor and not to enter the Doctor's consultation chamber/ room unless asked to do so. Patients are encouraged for telephonic consultation, as far as possible.
- The patients suffering from fever, cough, myalgia (body ache), diarrhoea, fatigue, headache, shortness of breath, loss of smell or taste, sore throat etc, should not visit Medical Centre directly. They should consult by calling between 8 AM to 2 PM.
- All patients are requested to visit Medical Centre alone. Only paediatric, aged and non-ambulant patients may be accompanied by one attendant. This will minimise unwanted rush in Medical Centre; helping in safety of patients and staff.
- Everyone entering the Medical Centre should wear a medical mask (e.g., surgical or cloth masks) during their visit. Patients without a mask will not be allowed to enter RMC.
- All persons visiting Medical Centre must sanitise their hands with alcohol-based hand rub dispensed by the automated machine, installed at the entrance of the Medical Centre.

- All beneficiaries are requested not to touch common surface to avoid cross contamination e.g. Fan/Light switches, Pharmacy window, Doctor's table etc.
- Carry paper or fabric tissues to cover mouth or nose when coughing or sneezing. Dispose paper tissues in a dustbin immediately after use.
- Maintain social distancing by staying at least two meters away from everyone they interact in Medical Centre. Distance should be maintained as far as possible between patient and attendant/ caregiver.
- The beneficiaries waiting for their turn for consultation are requested to wait outside the Medical Centre if there is no space available for sitting inside the Medical Centre in order to maintain social distancing.
- All beneficiaries are requested to collect medicines through the window on the outer side of the Pharmacist Room, where arrangement has been made for dispensing medicines through the window. Kindly maintain queue with proper social distancing in front of window for safety of patients and staff.

#### Important Information:

The main route of transmission of COVID-19 is through respiratory droplets generated when an infected person coughs or sneezes. Any person who is in close contact with someone who has respiratory symptoms (e.g., sneezing, coughing, etc.) is at risk of being exposed to potentially infective respiratory droplets. Droplets may also land on surfaces where the virus could remain viable for several hours to days. Transmission can occur from hands contacting contaminated surfaces and then coming into contact with the person's mucosa such as nose, mouth and eyes. Hence wearing a mask and social distancing are of utmost importance.

Patients are requested not to crowd within the RMC premises. It is the responsibility of each and every patient to follow the COVID appropriate behaviour for their own safety and prevent a possible third wave of COVID-19.