

No.Z.25013/01/2020- Admn.-I (Part.II)  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Services  
(Administration- 1 Section)

Nirman Bhawan, New Delhi  
Dated the 21<sup>st</sup> September, 2021.

**OFFICE MEMORANDUM**

Subject: Organizing the vaccination camp in Dte.GHS (HQ)- Regarding .

The undersigned is to refer to the above mentioned subject and to enclose herewith General Section's O.M. No. A.60011/07/2021-Genl. Dated 20.09.2021 which is self-explanatory. Interested Officers/Officials including contractual staff may submit necessary details alongwith their family members, if any, in the prescribed format **latest by 26.09.2021 through e-mail so.admn-dggs@gov.in.**

Encl:- As above.



( Jitender Singh)

Dy. Director (Admn.)

Tel No. 23062814

To:-

1. Officers/Officials of Dte.GHS (HQ).
2. All Sections/Cells of Dte.GHS (HQ).
3. DD (Genl) for uploading this O.M. on the website of Dte.GHS and e-office.

Copy to:-

Sr. PPS to DGHS.

A-60011/07/2021-Genl.  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Services  
(General Section)

Nirman Bhawan, New Delhi  
Dated the 20th Sep, 2021.

OFFICE MEMORANDUM

Subject: - Preventing the spread of COVID-19 in workplace-reg.

The undersigned is directed to refer to Office Memorandum No. Z.25013/01/2020-Admn.-1 (Part.II) dated 03.09.2021 on the subject mentioned above and to say that Admin Division being the custodian of details of regular employees may provide a consolidated list of officers, staff including D.E.O's and their family members who are interested to be vaccinated in the vaccination camp to be organized by Dte.GHS.

The consolidated information in respect of all interested officers/officials and their family members may please be sent in prescribed format attached through email at [williamv.jeremy@nic.in](mailto:williamv.jeremy@nic.in) in excel sheet and a hard copy of same may also be provided by 27.09.2021.

Enclosure: - Format for providing information.

Arindam Banerjee  
20/9/21

*Arindam Banerjee*  
20/09/2021  
(Arindam Banerjee)  
Dy. Director (GA)

To,

- ✓ 1. DD (Admn.)
2. SO (Genl.) for obtaining similar information with respect to outsourced staff under the contract of General Section within stipulated time.

Copy to:

1. Sr. PPS to DGHS
2. PS to JS(RM)
3. PS to Addl. DDG and Director (EMR)
4. PA to Director (CSP)

*Jr*  
20/9/21

*Se/20*

*Sh. Uttam*  
20/9/21



No.Z.25013/01/2020- Admn.-I (Part.II)  
 Government of India  
 Ministry of Health and Family Welfare  
 Directorate General of Health Services  
 (Administration- 1 Section)

Nirman Bhawan, New Delhi  
 Dated the 3 September, 2021.

**OFFICE MEMORANDUM**

Subject: Preventing the spread of COVID-19 in workplace- Regarding .

The undersigned is directed to say that an online meeting was held on 01.07.2019, under the Chairmanship of Dr. Rajiv Garg, Professor of Excellence, Dte.GHS on the above mentioned subject.

1. In the meeting the following points were discussed for execution:-

- i. All employees of Dte.GHS and their family members are vaccinated. Both regular and contractual employees should be covered. Dr. Neelam Roy, HOD, Community Medicine, Dr. RML Hospital may coordinate the vaccination programme.
- ii. An SOP may be prepared for maintenance of office bubble.
- iii. Discuss the modalities for creating a virtual bank for oxygen cylinder/concentrator at LHMC with Dr. Anupam Praksh, Medicine, LHMC.
- iv. Circulate a list of Covid Care Centres located in Delhi on weekly basis amongst all the employees working in this Directorate.
- v. Dr. PS Bhatia, Anaesthesia, SJ Hospital is requested to prepare a video on how to handle oxygen cylinder/concentrator.

2. Further, the work at Point No. (i) concerns to General Section, therefore, DD (Genl) will organize the Vaccination Camp. Work related to Point Nos. (ii) to (v) concerns to EMR Division and accordingly they may take all necessary action.

*Jitender*  
 ( Jitender Singh)  
 Dy. Director (Admn.)  
 Tel No. 23062814

To:-

1. EMR, Dte.GHS.
2. DD (Genl.), Dte.GHS.
3. Dr. P.S. Bhatia, Anaesthesia, SJ Hospital, New Delhi. It is requested to coordinate the CMO (EMR) for point No. (v).
4. Dr. Neelam Roy, HOD, Community Medicine, Dr. RML Hospital, New Delhi.
5. Dr. Anupam Prakash, Medicine, LHMC, New Delhi is requested to coordinate with EMR, Dte.GHS for the above point No. (iii).
6. PPS to PoE (RG).
7. PA to DDG (TJ).
8. PA to ADG (MPR) w.r. to O.M. No. Z.28017/22/2021-MH-III dated 24.08.2021.