

**The National Institute of Health and Family Welfare  
(Administration-I Section)**

No.A.12024/1/2016-Admn.I

Dated the 10.11.2021

**Office Order**

**Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance regarding.**

In pursuance of the Office Memorandum No. 11013/9/2014-Estt.A-III dated 1<sup>st</sup> November, 2021 the bio-metric attendance will resume for all levels of employees, with effect from 11<sup>th</sup> November, 2021 in the Institute. The office timing from 9.00 a.m. to 5.30 (40 hours a week) is to be followed strictly with following precautions:

- a) Sanitizers are mandatorily placed besides bio-metric machines and all employees sanitize their hands before and after making of attendance.
- b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional bio-metric attendance machines may be installed to avoid overcrowding.
- c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance.
- d) As far as possible, designated personnel should be deployed near bio-metric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behaviour while in queue.
- e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained, and
- f) All offices shall undertake orientation of the employees on precautions to be followed.
- g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- h) All officers/staff shall strictly follow the COVID-appropriate behaviour, at all times, in offices.

This issues with the approval of Director, NIHFV.

  
10/11/2021

( V.P. Uprati )

Section Officer (Admn.II)

Linked Officer Admn.I

**Copy to:**

1. All Heads of Department/Section Heads/Nodal Officers of the various projects/ Incharge – with a request to bring it to the notice of all the staff working under them.
2. Incharge Computer Centre – with a request to upload the order on the website of the Institute.
3. SPA to Director, NIHFV
4. PA to Dy. Director (Admn.), NIHFV.