



## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

# **STANDARD OPERATING PROCEDURE (SOP)** **UNLOCK 5.0**

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Note-

- This is with compliance of the Unlock-5 guidelines of the MoHFW (40-3/2020-DM-I(A)) & the Uttarakhand State Government (663/USDMA/792(2020)).
- This is not applicable for the return of students to the campus. It comes under the purview of DOSW.



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### **A. SOP FOR ENTRY OF CONTRACTOR’S WORKMEN/WORK HIRE AGENCY/OTHER SERVICE PROVIDER**

The following points shall be taken care regarding entry of Contractor’s Workmen/Work hire agency/other service providers in IITR campus:

1. Use of **Aarogya Setu app** by all on IITR Campus is advised.
2. Everyone must wear a face mask at all times.
3. Spitting on public places inside the campus will be strictly prohibited (a punishable offence under the Disaster Management Act).
4. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
5. All Contractors/Work hire agency/Other Service Provider needs to submit the list of persons deployed at concern departments/offices/other locations in **Annexure-A** along with declaration in **Annexure-B**. If involve any inter-district movement of workmen, then it is mandatory to do registration on Dehradun smarty city portal.

#### **6. FOR CONTRACTOR WORKMEN:**

1. The contractor has to submit the **filled pro-forma (Annexure-A)** containing all information about all workmen along with **declaration (Annexure-B)** to the **Asst. executive engineer of IITR**. The Asst. executive engineer (indenting officer) will verify & forward the filled Pro-forma to **Head of Department (Indenting office Incharge-IITR)** for review & approval.
2. The **contractor** will make sure to submit a **copy of the address proof** (Aadhaar Card recommended) of each workman as per provided list along with the filled Pro-forma to the indenting office/department.
3. The Asst. executive engineer (indenting officer) to verify the provided workmen list with the current list of containment zones provided at “Covid19 Health Bulletin for Uttarakhand”- Department of Medical Health and Family Welfare:

Link - <https://health.uk.gov.in/pages/view/101-covid19-health-bulletin-for-uttarakhand>

4. The **Head of Dept./office** will forward the reviewed & approved pro-forma with the workmen list to Safety and Security office for verification and authorization for entry.
5. The **Safety & Security office will cross verify** the forwarded contractor workmen entry request. After that the **entry will be allowed**.
6. The entry permission will be **valid maximum 30 days or any further notification issued by G.O.** After the issuance of permission, if any new Containment Zones declared. In this situation, the entry of respective contractor workmen coming from that zone will be stopped. Communication regarding the same will be provided to concern agencies.
7. It is recommended to the Asst. executive engineer (indenting officer) to **check the status** of the updated list of containment zones **regularly from link mentioned in clause 6.3.**
8. The **site/zone/location** on which the work is to be done, the isolation of the working contractor workmen (i.e. they are confined in a defined area) and adherence of all safety guidelines will be ensured by the respective department / office only.
9. All contractor workmen will be provided with a **reflective jacket & required to wear it** all the time while attending /working at the IITR campus.
10. It will be the responsibility of the contractor to ensure that their workmen enter the IITR campus and **go directly to the designated site/zone/location** and move out of the campus directly after the shift ends. In any case, if they are found anywhere other than the nominated site, then in that case the entry permission of that workman can be repeal.
11. In the event of hiring new workmen, it will be mandatory for the contractor to follow the defined process of entry request.
12. If in any situation, inter-district movement of workmen involve then registration of all such workmen is mandatory to get registered on the Dehradun smart city portal: <http://smartcitydehradun.uk.gov.in> and attach the copy of registration with entry request.

#### **7. WORK HIRES AGENCY/OTHER SERVICE PROVIDER:**

1. It's mandatory for the Designated Person (indenting officer) to receive filled pro-forma from Work hire agency/Other Service Provider with the list of persons deployed to indenting office/departments in **Annexure-A** along with declaration in **Annexure-B**.

2. **The Work hire agency/Other Service Provider** will make sure to submit a copy of **address proof (Aadhaar Card recommended)** of each workman as per provided list along with the filled Performa.
3. The indenting department/office will forward the verified list provided by Work hire agency/Other Service Provider to the Security & Safety office for cross verification & authorization for entry.
4. The Safety & Security office will cross verify the forwarded filled pro-forma entry request from the indenting office along with the approval of the indenting office-in-charge. If found everything satisfactory, after that the entry will be allowed.
5. The permission for entry will be valid for max 30 days. After the issuance of permission, if any new Containment Zones declared. In this situation, the entry of employee of work hire agency/service provider coming from that zone will be stopped. Communication regarding the same will be provided to respective departments/offices.
6. It is strongly recommended to the indenting office to check the status of updated list of containment zones regularly from link mentioned in clause 6.3.
7. The work hire agency/Other Service Provider will have to provide a valid ID cards (having mentioned address over it, Aadhaar card is recommended) & entry will be provided into the IITR campus on production of valid ID only.
8. In the event of new hiring, it will be mandatory for the Indenting office & the work hire agency/Other Service Provider to follow the defined approval process.
9. If in any situation, inter-district movement of work hired person involved, then registration of all such workmen is mandatory to get registered on the Dehradun smart city portal: <http://smartcitydehradun.uk.gov.in> and attach the copy of registration with entry request. All such persons, irrespective of the mode of travel, shall be exempted from being quarantined

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### **B. SOP FOR INTER-DISTRICT MOVEMENT/TRAVEL WITHIN UTTARAKHAND STATE**

The following points shall be taken care of inter-district asymptomatic visitors/persons from other districts of Uttarakhand states in IITR campus. This SoP is valid till a new directive is issued by the Uttarakhand government.

1. All inter-district asymptomatic visitors/persons from Uttarakhand ,irrespective of the mode of travel ,shall mandatorily register themselves on the Smart City Web Portal : <http://smartcitydehradun.uk.gov.in>
2. No permit/permission shall be required for inter-district movement of persons within the state.
3. Use of **Aarogya Setu App** is strongly recommended. The security team will check the current status being told by the “Aarogya Setu” app installed in the mobile of all inbound visitors/persons.
4. Use of face mask is mandatory on IITR Campus.
5. Spitting on public places inside the campus will be strictly prohibited (a punishable offense under the Disaster Management Act).
6. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
7. At the arrival of inbound visitors/persons with his/her own car or taxi at campus gate, it would be mandatory to disinfecting the entire vehicle properly. Without this entry of the vehicle will not be allowed.
8. All such persons, irrespective of the mode of travel, shall be exempted from being quarantined.

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### **C. SOP FOR ENTRY OF INBOUND ASYMPTOMATIC VISITORS FROM OTHER STATES**

The following points shall be taken care of regarding entry of inbound asymptomatic visitors/persons from other states in IITR campus. This SoP is valid till a new directive is issued by the Uttarakhand government.

1. All inbound asymptomatic visitors/persons from other states ,irrespective of the mode of travel ,shall mandatorily register themselves on the Smart City Web Portal : <http://smartcitydehradun.uk.gov.in>
2. Use of **Aarogya Setu App** is strongly recommended. The security team will check the current status being told by the “Aarogya Setu” app installed in the mobile of all inbound visitors/persons.
3. Use of face mask is mandatory on IITR Campus.
4. Spitting on public places inside the campus will be strictly prohibited (a punishable offence under the Disaster Management Act).
5. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
6. At the arrival of inbound visitors/persons with his/her own car or taxi at the campus gate, it would be mandatory to disinfecting the entire vehicle properly. Without this entry of the vehicle will not be allowed.
7. The Designated person of indenting office/concern department (IITR) has to take confirmation/undertaking from the company/organization (**Annexure-B**), that he will adhere all the guidelines issued by the local administration and his all employees sent at site are healthy in all ways and does not belongs to any declared containment zone (Covid19) belongs to the local district, other districts (inside Uttarakhand) or any other states.
8. The Designated person (IITR) of indenting office/concern department will have to forward the filled & verified Pro-forma (Annexure-A & Annexure-B) with permanent Address Proof, detail address of home/stay/hotel to be provided during registration (less than 7 days or more than 7 days) to the safety office, after verification it will be forwarded to the Security office for further verification & entry permission.
9. The indenting office/Department will have to collect approved requests from the Security office.

10. All asymptomatic inbound visitors those are called for any services will report to institute hospital for medical verification & permitted to enter the campus with following the below points –

- a) **Inter-District (Within Uttarakhand):** If the called inbound visitors/consultants/service engineers/skill persons deployed for any specialized work at IITR campus & are from a local office in Uttarakhand, then it will be mandatory to ensure that they are not a resident of any Covid19 containment Zone. For inter-district movement the, registration on the Dehradun smart city portal: <http://smartcitydehradun.uk.gov.in> is mandatory and attach the copy of registration with entry request.
- b) **Inbound Asymptomatic (Inter-Sate Movement for a short visit, less than 7 days):** In case of inbound visitors/consultants/service engineers/skill persons came from any other states or any movement history from high load Covid19 affected states/cities for the duration of less than 7 days (GO-663/USDMA/792(2020)), then he/she/they can attend their purpose of visit at IITR campus without being quarantined and follow the below points:
  - i. They shall adhere to the norms of safety & social distancing as per guidelines of MoHFW and Uttarakhand USDMA. But should continuously monitor their health and if they develop symptoms then they shall contact the local health authority. The indenting office will have the overall responsibility to ensure adherence of all safety norms and inform the Institute hospital about any symptoms to visitor/visitors. In any circumstance any violation by inbound visitors/consultants/service engineers/skill persons reported while working inside the IITR campus, the responsibility and accountability will rest with the department.
  - ii. They will mandatorily give their home/stay address in registration on the Dehradun smart city portal. The copy of registration should be attached with the entry request. The District Authorities shall randomly check upon such individuals and if declared home/stay/Hotel address found wrong then proceeding under DM Act will be initiated against such person/service providing organization.
  - iii. If visitors/consultants/service engineers/skill persons develop any symptoms then they shall contact the local health authority. If not so done, then the indenting office has direct accountability for such violations.
  - iv. The movement of all such visitors/consultants/service engineers/skill persons shall be restricted to defined area only. No movement other than the mentioned area is allowed. The indenting office

shall ensure that the working, sitting area of such individuals must be sanitized or disinfecting at the end of the day, this has to be done on a daily basis.

v. The indenting office/department will have to ensure that such a person works in the designated office/area and does not come in contact with any other person. If any violation is observed by the Security or Safety team, then the entry permit may be cancelled.

c) **Inbound Asymptomatic (Inter-Sate Movement for more than 7 days):** In case of inbound visitors/consultants/service engineers/skill persons came from any other states for a duration of more than 7 days (GO-663/USDMA/792(2020)), then entry permission will be granted with following conditions:

i. The inbound asymptomatic visitors/consultants/service engineers/skill persons coming from other states, will have to adhere 10 days quarantine period. The movement of such individuals shall be allowed after completion of the quarantined period only.

**Or**

ii. To get relaxation from being quarantined, all inbound visitors/consultants/service engineers/skill persons need to share RT-PCR/ TrueNAT /CBNAAT/Antigen test with negative test report (from ICMR authorized Labs) along with entry request (Annexure A & B) to safety & security office. The report should not earlier than 96 hours from the time of arrival reflecting Covid-19 negative report (Uttarakhand GO-663/USDMA/792(2020)).After these, all such individuals will be allowed for entry into the campus. All such inbound persons who have undergone such a test, as specified above, shall also necessarily upload their medical report on the given web portal i.e. <http://smartcitydehradun.uk.gov.in>.

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### **D. SOP FOR INTER-STATE MOVEMENT PERSONS FOR OFFICIAL PURPOSES RELATED TO INSTITUTE PROJECTS**

Following points shall be taken care for Inter-State movement Persons for Official purposes related to Institute Projects. This SoP is valid till a new directive is issued by the Uttarakhand government.

1. All such individuals, irrespective of the mode of travel, shall mandatorily register themselves on the Smart City Web Portal: <http://smartcitydehradun.uk.gov.in>.
2. In cases of inter-state movement for official purposes related to Institute Projects along with their Support staff shall be exempted from being quarantined.
3. The use of the **Aarogya Setu App** is strongly recommended & shall update the same regularly.
4. All such individuals shall take prior permission with consent of their respective authorized approving office (i.e. **DOFA**- for faculties, **DOSW**- for Students & **Dean Administration**- for non-faculty staff) and communication must be provided to Safety, Security & CMO office.
5. The use of face mask is mandatory every time.
6. Spitting on the public will be strictly prohibited (a punishable offense under the Disaster Management Act).
7. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
8. At arrival, the individual with his/her own car or taxi at campus gate, it would be mandatory to disinfecting the entire vehicle properly.

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### **E. INTER-STATE MOVEMENT OF PERSONS FOR PERSONAL REASONS/DISTRESS SITUATION**

The following points shall be taken care of for inter-state movement of persons for personal reasons/distress situation. This SoP is valid till a new directive is issued by the Uttarakhand government.

1. All such individuals, irrespective of the mode of travel, shall mandatorily register themselves on the Smart City Web Portal: <http://smartcitydehradun.uk.gov.in>.
2. The use of Aarogya Setu App is strongly recommended & shall update the same regularly.
3. All such individuals shall take prior permission with the consent of their respective authorized approving office (i.e. **DOFA**- for faculties, **DOSW**- for Students & **Dean Administration**- for non-faculty staff) and communication must be provided to Safety, Security & CMO office.
4. The use of a face mask is mandatory every time.
5. Spitting on the public will be strictly prohibited (a punishable offense under the Disaster Management Act).
6. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
7. At arrival, individual with his/her own car or taxi at the campus gate, it would be mandatory to disinfecting the entire vehicle properly.
8. All asymptomatic persons who are travelling outside the state from Uttarakhand for a maximum duration of 05 days, shall on return, be exempted from being quarantined. However, in cases of outbound travel for more than 05 days, such persons shall have to undergo a home quarantine of 10 days and shall also monitor her/ his health condition closely.
9. All asymptomatic persons shall be exempted from Home quarantine, if they have undergone RT-PCR/ TrueNAT/ CBNAAT/ Antigen test with a negative report on return or not earlier than 96 hours before the arrival to Uttarakhand border.

10. The State Control Room (Covid 19) will keep track of all incoming persons. It will also check the various documents being uploaded by inbound persons. It will continuously ascertain the status of Home Quarantine. Home Isolation of all inbound people and report to the respective District Authorities, if any discrepancy is found.

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### **F. SOP FOR COMMERCIAL ESTABLISHMENTS (NEWSPAPER VENDOR/MILKMAN/WASHERMAN/STATIONARY SHOPS/BARBER SHOP) INSIDE THE CAMPUS**

According to the decision made by the Institute committee with reference to the Unlock 5.0 guidelines, below are the SoP defined for the commercial activities (Newspaper Vendor/Milkman/ Washerman/Stationary Shops/Barber Shop) inside the campus:

1. Barber shops are allowed to open at the campus including the Hostel/Bhawan area with adherence to below points:
  - i. Reduce overcrowding and staggering of clients through any system (i.e. Token system through e-mode e.g. Whatsapp.
  - ii. Proper sanitization of the area after every use.
  - iii. Chairs should be placed in such a way that minimum 6 feet's distance between two chairs.
  - iv. Hand sanitizers at the entry gate of the shop for client.
  - v. Separate towel/shall be used for each client every time, In case towels are to be reused a separate towel to be used for each customer and the used towel shall be disinfected by 0.1% sodium hypochlorite solution.
  - vi. All equipment shall be sanitized after each use on the client.
  - vii. Carpets and rugs are not allowed. Floor must be cleaned regularly and frequently.
  - viii. The Arogaya Setu application will be downloaded by all workers /clients.
  - ix. Use of mask/face shield, hand gloves by staffs. The use of **Cover All** by staff is suggested.
2. Newspaper delivery & Milkman are allowed by the Vendor with adherence to all safety measures. They will be allowed to go to the residence gate.
3. The time limit for all commercial outlets/ shops (inside the campus) to remain open will be changed from 4 pm to 8 pm.
4. All stationary shops inside the campus are allowed to with adherence to safety precautions in mind.

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### **G: SOP FOR INSTITUTE SPORTS COUNCIL**

The outdoor activities (Athletics, Cricket, Football, Hockey, and Tennis) and indoor activities (Badminton, Table Tennis, Squash, and Yoga) will be opened, with the following SOP:

The thrust of the proposal is to allow for the sports facilities to be used, while trying to ensure minimum density of people, and avoid extensive restrictions. It is expected that the probability of forming clusters of people is higher at LBS. Thus, additional precautions will be taken for access to LBS during peak usage hours.

Based on the experiences during the first week, SOP will be modified.

If it is observed that clusters of people are developing at any sports facility, the entry to that facility will be staggered, with prior registration being required for usage of the facility.

#### **Athletics (LBS):**

To allow for least possible density of people, and to cater to the needs of those people who want to avoid clusters of people, the LBS will be open from 6:00 AM to 7:00 PM.

**Badminton** : 6:00 AM to 10:00 AM (only staff and wards) and 4:00 PM to 8:00 PM (students)

**Cricket** : 6:00 AM to 9:30 AM and 4:00 PM to 8:00 PM.

**Football & Hockey** : 4:00 PM to 8:00 PM.

**Yoga** : 6:00 AM to 8:30 AM and 5:00 PM to 7:00 PM

**Squash** : 6:00 AM to 9:00 AM and 4:00 PM to 8:00 PM

**Tennis** : 6:00 AM to 9:00 AM and 4:00 PM to 8:00 PM.

**Table Tennis** : 6:00 AM to 9:00 AM and 4:00 PM to 8:00 PM.

**We suggest the following operational procedures:**

1. Typically, non-IIT ians enter the LBS stadium for morning or evening walks. Now, only IIT students, employees, and their wards can be permitted into the LBS stadium. As per usual practice, non IIT ians will not be allowed to use the other sports facilities. To prevent entry of non-IIT ians into the LBS stadium, security guard(s) should be deployed at the entry for contactless checking of the ID. Entry will be permitted only for those with Institute ID cards/Medical booklets.
2. LBS usage: Entry will be allowed from the LBS gate (in front of the MGCL) and the entry on the path to the main gate (opposite volley ball court).
3. For Hockey, Football, and Tennis, the entry will be allowed through the gate near the volleyball court.
4. Commonly used areas within LBS such as the gate and the restrooms should be sanitized every day by the Institute E&W (Sanitation).
5. No-touch soap dispensing stations in the restrooms and solvent dispensing stations near each of the sports facilities.
6. Thermal scanning will be done at the entry points.
7. One security personnel should be deployed at each of the entries to the facilities to check the IDs and conduct thermal scanning.

**Playing Guidelines:**

1. TT, Badminton, Squash and Tennis: Only Singles game is allowed.
2. Football and Hockey: No competitive matches will be allowed.
3. LBS: Maximum 100 people, at any given time will be allowed.
4. Yoga: Maximum 15 people, at any given time.
5. Sharing of racquets is not allowed.
6. The users of various sports facilities shall bring their own equipment.

**We suggest the following precautions for the users:**

1. Wearing of masks while walking is compulsory. For people engaged in different high intensity aerobic exercises, masks are recommended.
2. Following social distancing of 2 meters while walking and 3 meters while jogging is strongly recommended.

3. Loitering inside LBS stadium, between groups of people outside one's family is discouraged. Another SOP will be developed later, for the period when the students are expected on campus.

**Security assistance requested from Institute Administration:**

1. Additional security:
  - a. One for the entry to the LBS, in addition to the current allotment of one
  - b. One for the new sports arena
2. The security guards at the entries should get their own thermal scanners.

**Monetary assistance requested from the Institute Administration:**

1. Provide 6 Thermal Scanners to the Sports Council.
2. Entry at the Sports Council Parking lot should be restricted by a Security Person to only Sports Staff and Officers.
3. Solvent dispenser stations and continuous refilling of solvent:
  - a. LBS (2 nos.),
  - b. TT/squash (1 no.),
  - c. Tennis (1 no.),
  - d. Badminton (1 no.),
  - e. Football/Hockey (1 no.),
  - f. Yoga (1 no.)

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**ANNEXURE-A****Entry Pro-forma for Contractor's Workmen/ Work Hire Agency/Other Service Provider**

Date: \_\_\_\_\_ Document No- Covid19/EP/IITR/01

1	Name of the Indenting Dept./Office:				
2	Name of the Contractor/Work Hire Agency/Other Service Provider				
3	Essential Work Type (Construction/AMC/Repair work/Installation of Equipment's)				
4	Nos of persons (Entry Permission required)				
5	Name of the Site Allotted				
6	Detail of the Awarded Tender/Contract/AMC				
7	It is a short duration visit (Less than 07 days)- *No extension in duration will be allowed	Yes	No	NA	
8	It is a visit more than 7 Days, then mentioned covid19 negative test report copy attached	Yes	No	NA	
9	Validity for Entry Permission	From		To	
10	List of the Persons attached (on Letter Head of Contractor/Work Hire Agency/Other Service Provider) - with Name , ID No, Mobile Number	Yes	No		
11	Copy of address proof (Aadhaar Card)	Yes	No		
12	Details address of stay by inbound asymptomatic visitors/persons which is provided during registration are attached with request (short duration visit less than 07 days). *Mandatory ,without which request will not be approved	Yes	No		
13	Verified & Forwarded by Asst. executive engineer (In case of contractors Only) <b>Or</b> Designated Person-Indenting Office (Work Hire Agency/Other Service Provider) Remark (If Any):	<b>Sign &amp; Office Seal</b>			
14	Approved & Forwarded by Head of Dept (In case of contractors Only) <b>Or</b> Head of Dept. -Indenting Office Incharge (Work Hire Agency/Other Service Provider) Remark (If Any):	<b>Sign &amp; Office Seal</b>			



14	<p><b>SAFETY OFFICE:</b> Cross Verified &amp; Forward to Security office For Entry permission</p> <p style="text-align: right;"> <input type="checkbox"/> Yes    <input type="checkbox"/> NO                 </p> <p>Remark (If Any -for request rejection or others):</p>	<p><b>Safety Office- Sign &amp; Office Seal</b></p>
15	<p><b>SECURITY OFFICE :</b> Entry Permitted</p> <p style="text-align: right;"> <input type="checkbox"/> Yes    <input type="checkbox"/> NO                 </p> <p>Remark (If Any -for request rejection or others):</p>	<p><b>Security Office- Sign &amp; Office Seal</b></p>

**Check sheet:**

Annexure-A attached (With HOD approval)	Yes..... No.....
Annexure-B attached	Yes..... No.....
Copy of Test Reports Attached (if more than 7 days)	Yes..... No.....
Detail of Stay Address	Yes..... No.....
Copy of registration of Dehradun Smart city portal	Yes..... No.....
Indenting Office/dept. has read & understood the SoP properly	Yes..... No.....

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## Annexure-B

# Declaration

I/We (name of contractor/Work Hire Agency-Other Service Provider) \_\_\_\_\_ hereby declare that none of the persons (list of names enclosed) deputed for work in IITR are coming from any containment zone.

I/we hereby declare that, to the best of my knowledge the information provided is true and correct.

**Date:**.....

**Name (Manager/Incharge):**.....

**Signature:**.....

**Office Seal**

**(Contractor/Work Hire Agency/Other Service Provider)**

**\*Note-** In the current scenario of the Pandemic, it is strongly recommended to contractors/work office hire/Service providers to follow all provided guidelines without fail. In case of any violation observed; the institute management can take strict disciplinary action against the visitors or organization.

Detail Address of Hotel/Home Stay: Asymptomatic Inbound visitors (Less than 07 days/more than 07 days)

Visitor 1 Name:	Visitor 2 Name:	Visitor 3 Name:	Visitor 4 Name:	Visitor 5 Name:	Visitor 6 Name:
Address Details:	Address Details:	Address Details:	Address Details:	Address Details:	Address Details:

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