



भारत सरकार / Government of India
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry
विकास आयुक्त का कार्यालय / Office of the Development Commissioner
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No. SEEPZ-SEZ/ADMIN/GI/588/2020-21

Date: 07.09.2021

CIRCULAR No. 30/2021

Subject: COVID-19 vaccination drive in SEEPZ-SEZ.

The vaccination drive is being commenced from 08.09.2021 in SEEPZ-CVC. In this regard, the instructions are as follows:

1) Security deployment :-

To control the crowd, to follow the protocol of social distancing and seamless functioning 4 security personnel shall be deployed at prescribed points from internal gate to the vaccination booth. One security guard who is already looking after the internal gate shall check & ensure the entry of the registered employee to be entered in & proceed to the CVC. He will maintain the register.

Second guard deployed at entry of CVC @ BFC will observe the entry with proper protocol & guide the employees to proceed. Third guard will control the crowd at registration booth on Second floor of BFC & guide to proceed further for vaccination. Fourth one will observe the situation at vaccination centre under the supervision of coordinator of CVC. These four guards will be deployed for whole session of vaccination drive.

On duty caretaker will visit after every 2 hours to the CVC to ensure seamless functioning.

2) Three teams of IT staff has been formulated comprising of 4 DEOs headed by IT Executives, viz Raman, Mayur & Sandip to perform the job of registration. All the DEOs will be trained specially for issue of tokens, registration & verification of vaccination. These teams will be deployed for consecutive two days.

IT executive Amit Shirvalkar will work as coordinator for IT enabled services & supervise for whole session. One team of DEOs will be standby as alternative arrangements.

Six DEOs will be specially trained for verification & confirmation of data entry for vaccination. Amit Shirvalkar will supervise & ensure the correctness of the data entry.

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3) It is observed, that 100 vaccinations can be done in two hours by the trained staff. In light of the fact, initially we may target 100 vaccinations in three hours for couple of days/weeks, & may proceed for two sessions in a day from 9 am to 04 pm as per availability of vaccines. After a week or two, the slots may be arranged as two hours for 100 vaccines, subjected to ideal condition of internet connectivity. The slot schedule may be arranged as 9:00-11:00 / 11:00-1:00 / 1:00-2:00 pm - lunch break/ 2:00-4:00. The submission of data to BMC will be done in half an hour till 4:30 pm. IT Executive Amit Shirvalkar will do the formalities to submit the data & report to JDC every day. In case of unavailability of Amit Shirvalkar, Mayur Gadage will look after his work.

4) Assistant Doctor of CVC will be incharge of the vials & storage of the same. Nobody can enter the storage room of vials except CVC coordinator & Assistant Doctor & keys of the refrigerator will be with Assistant Doctor only. It is sole responsibility of the Assistant Doctor to observe the temperature of the fridge, which will be 2-8' o c.

It will be responsibility of the caretaker incharge to collect the vials daily and deliver it to the incharge Doctor of CVC. Mr. Rukari & Mr. Khade, caretakers in association with driver & vehicle will do the same.

5) CVC coordinator & assistant Doctor will observe the protocol and vaccination to the employees as per the prescriptions laid down by the BMC authorities and advise accordingly.

6) Two DEOs will be trained for the instructions to be given to the vaccinated beneficiaries about the protocol to be followed.


7) SGJMA will enroll the registered employees for vaccination as per submission of data by the units & the beneficiaries will send accordingly. As the information of availability of vaccines will be informed one day before in the evening by the BMC authorities, the said information will be displayed immediately on website of SEEPZ by IT executive (Mayur/Raman). SGJMA will ensure the number of registered employees to attend the vaccination accordingly.

8) Staff & relatives of SEEPZ administration shall be considered for vaccination along with the registered enrolled employees of the units. CVC coordinator will take care of the same.

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9) Finally security personnel will guide the beneficiary to exit the CVC & another security guard at the gate will take a note of the same.

This issues with the approval of the Competent Authority.


07.09.21
(C.P.S Chauhan)
Jt. Development Commissioner,
SEEPZ-SEZ.

Encls.: As above.

To,

1. DCO
2. JDCCO
3. DDC
4. Record Keeper.
5. All staff members through outlook.