



# VALLABHBHAI PATEL CHEST INSTITUTE

University of Delhi, P.O. Box No. 2101  
DELHI – 110 007

No. VPCI/Admn.II/DRO/00/2020/ 4647

Date: 23 March 2020

## OFFICE ORDER

Sub: Constitution of Committees for Management of COVID 19.

In view of the existing situation of Coronavirus Disease 2019 (COVID 19) in the country and various advisories / circulars / orders received from Govt. of India as well as Govt. of NCT of Delhi, in order to ensure strict compliance of the advisories in VPCI, the following committees have been constituted with immediate effect for handling the situation –

### I. Team-A

**Chairperson** .. **Dr. Mandira Varma**  
**Co-Chairpersons** .. **Dr. Anuradha Chaudhary**  
**Dr. Sonam Spalgais**  
**Members** .. **Dr. Kapil Kumar**  
**Dr. Anshu Priya**  
**Dr. Vatsal Bhushan Gupta**

### Scope of work: Implementation of COVID 19 advisories & training

- i) To generate daily information by visiting websites of MOHFW / ICMR / NCDC and other nodal agencies and update the Institute for taking necessary action.
- ii) Training doctors, nurses pre and para-clinical staff in handling & infection prevention and control practices and updating all with latest information regarding COVID 19.
- iii) Preparing the MD students and other health workers of other departments for handling the situations.

### II. Team-B

**Chairperson** .. **Dr. Anita Kotwani**  
**Co-Chairpersons** .. **Dr. Bala K Menon**  
**Dr. Ritu Kulshrestha**  
**Members** .. **Dr. Tanuja**  
**Dr. Subha Singhal**  
**Ms. Dessy Benoy**  
**Mr. Satish Kumar**  
**Pharmacist**  
**Mr. Arun Kumar, JE**

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**Scope of work : Mobilization of Resources**

- i) Ensuring sufficient medicines and consumables masks, gloves and personal protection equipment are available in the VCH, VPCI to manage excess load due to COVID 19.
- ii) Procurement of sufficient numbers of ventilators and high flow oxygen masks in preparation for future requirements.
- iii) Ensuring all equipment's and machines in the hospitals functional.
- iv) Checking the resources at regular intervals.

**III. Team-C**

<b>Chairperson</b>	..	<b>Dr. Malini Shariff</b>
<b>Co-Chairpersons</b>	..	<b>Dr. Vishal Bansal, Dr. R Bajaj</b>
<b>Members</b>	..	<b>Mr. HH Baa</b>
		<b>Ms. Usha Kumari</b>
		<b>Mr. Joginder Singh</b>
		<b>Mr. KK Singh</b>
		<b>Mr. Pavindra</b>
		<b>Mr. Arun Kumar, JE</b>

**Scope of work: IEC / Cleanliness of the campus**

- i) Ensuring putting up posters etc. to increase awareness amongst patients on Dos and Don'ts regarding COVID 19.
- ii) Ensuring cleanliness in the campus of OPD, IPD, RICU, Emergency, corridors etc as per norms.
- iii) Taking all the measures for infection control.

**IV. Team-D**

**Chairperson** .. **Dr. Madhu Khanna & All Staff of Virology Unit.**

**Dr. Malini Shariff & Dr. Mandira Verma will coordinate with Dr. Madhu Khanna for smooth execution of work.**

**Scope of work – Investigation Related & notifying authorities regarding incidence of COVID-19.**

- i) Ensuring all proper arrangements taken for investigation / transportation of samples for COVID 19, if required.
- ii) To follow all the regulations for COVID 19.

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V. Team-E

**Chairperson** .. **Dr. Kavita Gulati**  
**Co-Chairperson** .. **Dr. Nitin Goel**  
**Members** .. **Dr. Parul**  
**Mr. HH Baa**  
**Mr. RC Narang**  
**Mr. Rajeey Sharma**  
**Mr. Satish Sharma**

Scope of work – Administrative issues in COVID 19.

- i) Ensuring all the activities assigned to the teams are strictly followed and all administrative help is given to all the teams for COVID 19 management.

VI. Team-F

**Chairperson** .. **Dr. Maini Shariff**  
**Members** .. **Dr. Sonam Spalgais**  
**Dr. Parul**  
**Mr. HH Baa**  
**Ms. Usha Kumari**  
**JEs (Civil & Electrical)**  
**Mr. Joginder Singh**  
**Security Supervisor**

Scope of work – Establishing the isolation room and requisitioning all the required materials.

- The Chairpersons of the above teams can co-opt any other member/s if required.
- The Nodal Officer for COVID 19 is Dr. Nitin Goel, Assistant Professor, Dept. of Pulmonary Medicine. Dr. Sonam Spalgais will assist Dr. Nitin Goel as when required.
- Dr. Bala K Menon will coordinate all the activities related to the COVID 19 and update the Institute.
- All MD residents of the Insitute including pre and para-clinical staff will be under the administrative control of the Nodal Officer for the time being.

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✓ The copies of advisories of Govt. of India / NCT of Delhi are attached herewith.

This issues with the approval of the competent authority.



**(PR Santhanam)**  
**Joint Registrar**

To

- All the Members of the Committees
- All HODs
- All nursing/paramedical staff through HOD
- All notice boards,
- PS to Director – for information to the Director