



भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)

(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

बी-21, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016

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No. Reg. Off/05(1)/2020



एक कदम स्वच्छता की ओर
4th March, 2021

OFFICE ORDER

Sub: Covid-19 Vaccination

The second phase of Covid-19 vaccination drive has been initiated by the Government of India w.e.f. 1.3.2021. The second group to receive Covid-19 vaccine will be persons over 60 years of age as of January 1st, 2022 and persons between 45 and 59 years with comorbid conditions. This group is eligible for vaccinations from March 1st, 2021. The comorbidities that make a person eligible for vaccinations are listed below:

1. Heart Failure with hospital admission in past one year
2. Post Cardiac Transplant/Left Ventricular Assist Device (LVAD)
3. Significant Left ventricular systolic dysfunction (LVEF <40%)
4. Moderate or Severe Valvular Heart Disease
5. Congenital heart disease with severe PAH or Idiopathic PAH
6. Coronary Artery Disease with past CABG/PTCA/MI AND Hypertension/Diabetes on treatment
7. Angina AND Hypertension/Diabetes on treatment
8. CT/MRI documented stroke AND Hypertension/Diabetes on treatment
9. Pulmonary Artery Hypertension AND Hypertension/Diabetes on treatment
10. Diabetes (> 10 years OR with complications) AND Hypertension on treatment
11. Kidney/ Liver/ Hematopoietic stem cell transplant: Recipient/On wait-list
12. End Stage Kidney Disease on haemodialysis/ CAPD
13. Current prolonged use of oral corticosteroids/ immunosuppressant medications
14. Decompensated cirrhosis
15. Severe respiratory disease with hospitalizations in last two years/FEV1 <50%
16. Lymphoma/ Leukaemia/ Myeloma
17. Diagnosis of any solid cancer on or after 1st July 2020 OR currently on any cancer therapy
18. Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major
19. Primary Immunodeficiency Diseases/ HIV infection
20. Persons with disabilities due to Intellectual disabilities/ Muscular Dystrophy/ Acid attack with involvement of respiratory system/ Persons with disabilities having high support needs/ Multiple disabilities including deaf-blindness.

The steps for online registration and appointment for the vaccination are annexed at **Annexure-A.**

The Institute has tied-up with Sitaram Bhartia and Medeor Hospitals, Qutab Institutional Area, New Delhi which are also designated as Covid-19 Vaccination Centres. Both Hospitals will facilitate vaccination of the registered eligible employees of the Institute and their dependants. Those who have registered themselves for the Covid-19 Vaccine and desire to be administered the vaccine at Sitaram Bhartia and Medeor Hospitals should forward their names and registration details to Ms. Deepa P.G., Assistant Registrar (Coord) who will coordinate with Sitaram Bhartia and Medeor Hospitals for their vaccination.

The employees who would like to get themselves vaccinated on their own or who have already been vaccinated should forward the complete details of their vaccination (**dates of 1st and 2nd dose with certificate**) to Ms. Deepa P.G., Assistant Registrar (Coord).

Vaccination for Covid-19 is voluntary. However, it is advisable to receive the complete schedule of Covid-19 Vaccine for protecting oneself against this disease and also to limit the spread of this disease to the close contacts including family members, friends, relatives and co-workers.

This issues with the approval of the Competent Authority.


(Dr. P. K. Gupta)
Registrar

All Faculty Members/Officers/Staff of the Institute

Copy to:

1. CH (Kolkata): For initiating similar measures at Kolkata Campus
2. SM: for updation of this Office Order on the Institute's Website
3. Ms. Deepa P.G., Assistant Registrar (Coord)
4. Hindi Officer- for issuance of orders in Hindi
5. PS to Director: for information of Director

Online Registration and Appointments for Citizens

Registration:

1. Citizens will be able to register and book and appointment for vaccination using the COWIN 2.0 portal or through other IT applications such as Arogya Setu etc. The various steps for successful registration and appointment booking are as follows:
 - 1.1. Any person will be able to register at the COWIN portal through their mobile number.
 - 1.2. OTP verification will be done prior to registration to ensure veracity of the mobile number
 - 1.3. After registration, an account will be created on COWIN for the person. The person can access (login) his/her account on COWIN using the mobile phone number used at the time of registration. Features for adding beneficiaries, editing their details and for booking appointment(s) will be available in the citizen's account. The citizen can delete only beneficiaries as have been added by him/her.
 - 1.4. With one mobile number, a person can register as many as **four beneficiaries**. However, all those registered on one mobile number will have nothing in common except the mobile number. The ID Card Number for each such beneficiary **must** be different.
 - 1.5. A mobile number cannot be used for making more than four registrations. If one out of the four beneficiaries registered in an account is vaccinated, only three registrations are left, and so on.
 - 1.6. Till the time of vaccination, all the records of registration and appointment can be edited/deleted by the person making the registration/appointment. Only when a person gets vaccinated, the record is locked and cannot be edited/deleted.
 - 1.7. Beneficiary then selects the ID card type and provides ID Card number. In case Aadhar is being used, consent will be **obtained and recorded**.
 - 1.8. Following basic demographic details will be captured at the time of registration –
 - a) ID Card Type - one of the cards as prescribed in para 1.9.
 - b) ID card Number - As recorded in the ID Card selected.
 - c) Name - As recorded in the ID Card selected.
 - d) Year of Birth - As recorded in the ID Card selected.
 - e) Gender - M/F/O

- 1.9. The user will be advised to enter the details of (c), (d) and (e) of para 1.8, as recorded in the ID Card selected by the user.
- 1.10. Following Photo Identity Documents can be used by citizens for availing online registration–
- a) Aadhar Card/Letter
 - b) Electoral Photo Identity Card (EPIC)
 - c) Passport
 - d) Driving License
 - e) PAN Card
 - f) NPR Smart Card
 - g) Pension Document with photograph
- 1.11. If age of the beneficiary is from 45 years to 59 years, the beneficiary will be prompted to confirm if he/she has any specified comorbidity. In such cases, the beneficiary will also be advised to bring the comorbidity certificate signed by a Registered Medical Practitioner, as prescribed in annexure 1(B).
- 1.12. Once all the necessary details are recorded by the beneficiary, registration is completed and following actions will be taken –
- a) An acknowledgement (Registration Slip/Token) will be sent to beneficiary on his registered mobile number.
 - b) Facility for downloading and printing etc. will also be available.
- Appointments:**
1. A COVID-19 Vaccination Time Table (VTT) (for each Vaccination Center) will be published by the States/Districts, on COWIN.
 2. Any beneficiary will be able to choose and book a slot for vaccination at the VCs declared in the VTT, anytime and anywhere, based on his/her preference and convenience.
 3. There will be only one live appointment for a beneficiary at any point of time for each dose.
 4. The COWIN portal will provide the facility for booking an appointment based on the Vaccination Centers declared by the states/UTs, with their location, the dates on which appointment slots are provided and the capacity declared as Open Slots and the vacancies available at the time of booking.
 5. Vaccine type will not be disclosed at the time of appointment.

6. The list of sites and availability of open slots for each site will be displayed. The beneficiary will select the Vaccination Center of his/her choice and the date where vacant slots are available. Subsequent to which, an Appointment Ticket will be generated.
7. Second dose will also be scheduled at the same CVC on 29th day of the date of appointment of the 1st dose, at the time of appointment for 1st dose.
8. The beneficiary will have the option to change the slot for 2nd dose in the period 29th day to 42nd day of the first dose. Such an option, however, will only be available –
 - a) Only when the 1st dose has already been administered, and if so –
 - b) Only for such CVCs where the vaccine type is the same as the vaccine type of the 1st dose appointment.
9. Special reserved 2nd dose slots will be kept by the system to offer alternatives to such beneficiaries who are not able to avail vaccination for 2nd dose in the period of 29th day to 42nd day of administration of first dose.
10. If a beneficiary cancels a 1st dose appointment, then appointment of both doses will be cancelled.
11. Option for cancellation of second dose appointment will not be available.
12. Appointments for any date for a Vaccination Center will be closed at 3:00 pm on the day for which the slots were opened for the date. (for logistics arrangements)
13. A disclaimer will be included in the Appointment Slip to the effect that –
 - a) “This appointment does not create any entitlement to COVID-19 vaccination and that vaccination will be provided subject to verification of the identity of the person for whom the slot has been booked”; and that,
 - b) “In the event of cancellation of the session on the booked date due to any reason, beneficiary will have to reschedule an appointment”
14. The beneficiary will be advised that he\she should carry –
 - a) The Aadhar Card (if available); and
 - b) The Photo ID Card of which the details have been provided by him; and
 - c) Mobile phone through which he\she has registered;

**Annexure 1(B): Certificate to identify individuals with co-morbidities that enhance the risk of mortality in COVID-19 disease for priority vaccination
(To be filled by a Registered Medical Practitioner)**

Name of beneficiary: _____
 Age: _____ Gender: _____
 Address: _____
 Mobile phone number: _____
 Identification document: _____

I, Dr. _____, working as _____
 have reviewed the above named individual and certify that he/she has the below mentioned conditions based on the records presented to me. A copy of the records on which this certificate is based is attached.

Presence of ANY ONE of the following criteria will prioritize the individual for vaccination

SN	Criterion	Yes/No
1.	Heart Failure with hospital admission in past one year	
2.	Post Cardiac Transplant/Left Ventricular Assist Device (LVAD)	
3.	Significant Left ventricular systolic dysfunction (LVEF <40%)	
4.	Moderate or Severe Valvular Heart Disease	
5.	Congenital heart disease with severe PAH or Idiopathic PAH	
6.	Coronary Artery Disease with past CABG/PTCA/MI AND Hypertension/Diabetes on treatment	
7.	AnginaAND Hypertension/Diabetes on treatment	
8.	CT/MRI documented stroke AND Hypertension/Diabetes on treatment	
9.	Pulmonary artery hypertension AND Hypertension/Diabetes on treatment	
10.	Diabetes (> 10 yearsORwith complications) AND Hypertension on treatment	
11.	Kidney/ Liver/ Hematopoietic stem cell transplant: Recipient/On wait-list	
12.	End Stage Kidney Disease on haemodialysis/ CAPD	
13.	Current prolonged use of oral corticosteroids/ immunosuppressant medications	
14.	Decompensated cirrhosis	
15.	Severe respiratory disease with hospitalizations in last two years/FEV1 <50%	
16.	Lymphoma/ Leukaemia/ Myeloma	
17.	Diagnosis of any solid cancer on or after 1st July 2020 Orcurrently on any cancer therapy	
18.	Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major	
19.	Primary Immunodeficiency Diseases/ HIV infection	
20.	Persons with disabilities due to Intellectual disabilities/ Muscular Dystrophy/ Acid attack with involvement of respiratory system/ Persons with disabilities having high support needs/ Multiple disabilities including deaf-blindness	

I am aware that providing false information is an offence.

Name of RMP: _____
 Medical Council registration number of RMP: _____
 Date of issuing the certificate: _____
 Place of issue: _____.

(Signature of RMP)