

To,  
Mrs. Sartaj Lamba,  
Founder, CEO,  
Be Sure Buddy Pvt. Ltd.  
House No.2021, Sector 21-C,  
Chandigarh-160022

**Subject: Permission for Mini COVID Care Centre in UT Chandigarh**

Please refer to your letter dated 01.05.2021 with a proposal to set-up and operate a Mini COVID Care Centre at the Aurobindo School, Sector 27-A, Chandigarh. The Chandigarh Administration greatly appreciates your noble gesture of coming forward and contributing toward the management of this pandemic situation. The partnership of good Samaritans from civil society like yourself with the Administration is the need of the hour. The brief outlines about functioning of the Mini COVID Care Centre are as follows, which may be suitably amended, from time to time:

1. **Concept:**The Chandigarh Administration has given a clarion call for setting up Mini COVID Centers in the City voluntarily by the interested organization/associations.Any Individual, Association, Voluntary Organization, NGO, Religious Organization, Corporate, Firm or Trust may come forward for setting up a Mini COVID Care Centre for asymptomatic COVID positive patients. Stay, food, medicines and every other facility in the Mini COVID Care Centre will be free. To be more precise, nothing will be charged from the patients.

Preferably the patients of nearby areas may be catered to. Patients may be discharged after 10 days (from the date of positive test report) with an undertaking to remain in home isolation for further 07 days. In case their health deteriorates in the Mini COVID Care Centre, they can be shifted to the appropriate hospital by the Administration.

2. **Basic Requirements to be arranged by your organization:**

- i. Cots, mattresses and clean linen like pillows and bed-sheets etc
- ii. Provision of drinking water and healthy & nutritious simple food (may be packed food from outside)
- iii. About 80% beds should be Oxygenated
- iv. Doctor and Nursing Staff/Patient Care Attendants. Services of retired Doctors and Nurses may also be obtained. The Nursing Staff/Patient Care Attendants are required round the clock while doctors may be required for about three-four hours and then may be available on call
- v. Arrangements and round the clock availability of standard medicines which are required for COVID related issues, PPE Kits, Gloves, Mask & sanitizer and first-aid kits etc.
- vi. Security Guards and Cleaning Staff



*[Handwritten Signature]* 04/05/2021

- vii. Responsible and qualified person to be designated as Manager to run the Care Center
- viii. Required number of fire-extinguishers
- ix. Adequate number of dust bins

**3. Support by the Administration**

- i. Permission to set-up and operate the Mini-COVID Care Centre
- ii. Prescription of medicines which are required to be kept at the center
- iii. Daily visit by Doctors from the Government Hospital to assess the admitted patients
- iv. Arrangements of ambulance to shift the patients to appropriate hospital of the Administration, in case their condition deteriorates.
- v. Arrangements for re-filling from the approved Private Refilling Vendor at the rate on which refilling is being done for GMCH-32
- vi. Daily collection of garbage

You are hereby permitted to set-up the proposed Mini COVID Care Centre at the suggested place, initially for a period of one month. Shri Sourabh Arora, PCS, Joint Commissioner, Municipal Corporation Chandigarh is assisting the undersigned and you may contact him in case of any need during the operation of the Mini COVID care Centre.

It may be ensured that the place is not used for any other purposes and its possession is handed over back to the same authority/organisation, in good condition, immediately after the prescribed period.



**(Yashpal Garg, IAS)**

CEO, Chandigarh Housing Board

**Nodal Officer for Mini COVID Care Centre**

**UT Chandigarh**

Copy to:

1. Sh. Arvind Mehan, Chairman, Sri Aurobindo School of Integral Education, Plot No.1, Sector 27-A, Madya Marg, Chandigarh.
2. Director, Health Services, Chandigarh Administration with the request to arrange daily visit of the Doctors to the Mini COVID Centre and provide a list of standard medicines to be kept at the Mini COVID Care Centre
3. Shri Sourabh Arora, PCS, Joint Commissioner, Municipal Corporation Chandigarh
4. Dy. Commissioner, Chandigarh
5. Sr. Superintendent of Police, Chandigarh
6. PS to Adviser to Administrator for kind information of the worthy Adviser
7. PS to Principal Secretary (Health) for kind information of the worthy Pr. Secretary (Health), Chandigarh Administration