

PROCEDURES FOR RETURNING TO DUTY AFTER....



STEP-1

- Submit online form giving advance information to CeNS Administration about your tentative travel plans and for obtaining permission. <https://www.cens.res.in/en/online-declaration-form>
- Await reply by email from Administration before booking your travel.
- Follow Step-2 after you receive the communication from CeNS Administration.



STEP-2

- Carefully study the travel related guidelines issued in your State. Learn about the procedures of inter-state travel /intra-state travel in Karnataka.
- Register in the Karnataka Government portal '*Seva Sindhu*' prior to travel to obtain *E-Pass*. This has been made compulsory. <https://sevasindhu.karnataka.gov.in/Sevasindhu/English>
- Inform E-Pass details to Administration through email to admin@cens.res.in
- Download Arogya Setu App in your mobile phone and keep the Bluetooth and Location features active. This has also been made mandatory.
- Plan your travel so as to reach Bangalore preferably during day time. Avoid travel schedules that end at night.



- Book your travel to Bangalore within the dates indicated in the CeNS permission letter and during validity of E-Pass.
- Download Undertaking-II Form <https://www.cens.res.in/en/undertaking-form-ii> to inform details of travel to Bangalore and for declaration of status of health.
- Inform your landlord/PG, in advance, of your travel plans in case you are staying in a rented house/PG Accommodation in Bangalore.
- Follow all protocols issued by Airport authority/Airlines/Indian Railways/Bus services/ etc., during travel.
- Avoid crowded places and maintain distance from other persons. Wear your mask/face shield all the time.
- Carry your own food and water as much as possible. Avoid buying from open stalls.
- On reaching Bangalore, follow instructions of Health Authorities regarding medical screening, home quarantine guidelines, etc.
- Transport will be arranged by the Centre to pick you from the Air/Train/Bus terminal and drop you to your destination.
- If you are coming from outside Karnataka and
 - in case* you are required to undergo Institutional Quarantine (7 days), immediately inform the Coordinator, Health, Safety & Conservation at CeNS **Ph. No.9845068500.**
 - the next 7 days will also be on self quarantine basis at the CeNS Hostel/ or own accommodation.

- iii. If you are allowed to follow 14 days' Home quarantine and if you are staying in the Hostel, a screening will be done at the Security Gate of CeNS Jalahalli campus. Do not skip the medical screening. Entry to the Hostel premises will be based on the medical screening report.
- iv. You will be assigned a room in the Hostel for the mandatory quarantine period. The fresh Hostel room allocation may be different from your earlier space.
- o. If you are travelling within Karnataka please follow the intra district travel regulations, if any.

STEP-3



- a. Moving within the Guest House/Hostel common areas and other rooms or outside your designated space is totally prohibited. Remain strictly within the designated hostel accommodation during quarantine period.
- b. All necessary help will be provided at the Hostel for arranging food, purchases, etc.
- c. Keep Arogya Setu and other related apps active during quarantine period. This will be monitored by the State Health Authorities.
- d. Follow instructions issued by CeNS Administration strictly. You will be liable for penal action if found to be violating the rules of Government/CeNS.
- e. Report any symptoms observed or discomfort in health, if any, immediately to the Co-ordinator, Health, Saety & Coservation, for necessary assistance. **Ph. No.9845068500**
- f. ***Do not endanger the safety of other Hostel inmates by flouting the instructions or by neglecting health issues.***



STEP-4

- a. After completing the quarantine routine, report for duty at the Centre only on the approved date. Travel preferably by own vehicle or by designated car.
- b. At the Security Gate of Jalahalli campus, undergo medical screening everyday.
- c. Follow all protocols during working hours while in the Centre's campus(es).
- d. Return to Hostel ater work. Please avoid going to public places such as Hotels, Shopping Arcades, Markets.
- e. Maintain a simple and healthy lifestyle and help in containing the spread of virus!

