

No.1-1/2020-Admin-II (Circular)
Drug Regulatory Authority of Pakistan
Ministry of National Health Services, Regulations & Coordination
TF Complex, 7-Mauve Avenue, G-9/4,
Islamabad

"SAY NO TO CORRUPTION"

Islamabad, the 12th November, 2020

CIRCULAR

Subject:- **PREVENTATIVE MEASURES FOR COVID-19 IN DRAP**

In view of the increase in number of cases of Covid-19 Corona Virus and in the light of the directions / guidelines of NCOC, Govt. of Pakistan, following preventive measures are being adopted for general health and safety of DRAP Officers / Officials and visitors:

- i) The Biometric Attendance System in DRAP has been suspended with immediate effect until further orders. However, all the Directors / Officers Incharge shall ensure manual attendance and presence of their officers and staff within their respective Division / office. The manual attendance report must be forwarded to Admin Division on monthly basis.
- ii) Any person suffering from throat, chest and respiratory infection must seek appropriate medical treatment without delay.
- iii) Gatherings / meetings may be avoided in the office premises unless absolutely necessary, while ensuring preventive measures.
- iv) Use of face masks must be adopted as a precaution at all times.
- v) Personal hygiene may be ensured through use of liquid handwash, sanitizers.
- vi) Hands must be kept clean at all times and any unnecessary contact with eyes, nose and mouth must be avoided.
- vii) All kind of visitors including representatives of pharmaceutical companies are prohibited to visit DRAP Head Office as well as field offices / laboratories till further orders.
- viii) Only in unavoidable circumstances, visit can be allowed on prior appointment from the respective Head of Division / Field Office, subject to use of proper protective measures.
- ix) Only entry in R&I Section shall be allowed for those pharmaceutical representatives who want to submit their dossiers / bank challans etc. while wearing masks.
- x) No visitor shall be allowed to sit in waiting area of DRAP, without any reason.


(ASMA TULLAH)
Assistant Director (Admin-I)

PTO

Distribution:

- HOD / Director/ Incharge Field Offices/Labs with the request to circulate the above-mentioned measures among all officers / officials of respective Division and ensure the manual attendance of all officers / officials
- MIS Division is requested to upload the above-mentioned advisory on DRAP's website
- All Notice Boards

Copy for information:

- i) Director (Admin, HR & Log), DRAP, Islamabad
- ii) Dy. Director (Admin-I), DRAP, Islamabad
- iii) Dy. Director (Admin-II), DRAP, Islamabad
- iv) PS to CEO, DRAP, Islamabad