

C. PURNUSHOTTAM KUMAR  
REGISTRAR (ENQUIRIES)  
I/c REGISTRAR (MANAGEMENT)  
I/c COVID-19 TEAM



AMARAVATI  
Date: 06/07/2020



To  
All the District Heads  
State of Andhra Pradesh

Dear Sir / Madam

**Sub: Covid - 19 Pandemic - formulation of teams at the Unit Level and submitting daily status report - instructions issued - Reg.**

In view of the Covid - 19 Pandemic and as cases are increasing day by day in the State, to handle the situation, as instructed, I am to request you to formulate a team in your respective Units to take the following steps in implementation of guidelines issued by the Hon'ble High Court from time to time :

- To monitor the safety measures taken/to be taken, tests conducted/to be conducted,
- To maintain data of the tested persons (Judicial Officers, Staff and their families) and send the same,
- If any effected persons are there, identify immediate contact persons and to take necessary steps
- To co-ordinate with the Government Officials and to identify one Hospital at each District Head Quarters wherein judicial officers, staff and their family members effected by Covid - 19 may be admitted for treatment,

I further request you to send the daily reports of persons tested positive in the given proforma ;

**PROFORMA**

S.No.	Name	Designation	Place of Work	Immediate Contact persons	Name of the Hospital Referred to

C. Purnushottam Kumar  
Registrar (Inquiries)  
I/c Registrar (Management)

Prl. District Court, Ongole

Communicated to send daily reports by  
before 2.00 PM of every day

To  
All the Judicial officers  
in the District.

Dis. 2168  
7/7/2020

T.C.F.B.O.  
CHIEF ADMINISTRATIVE OFFICER  
DISTRICT COURT  
ONGOLE