To,

All the Deputy Commissioners,
In Himachal Pradesh

All the Chief Medical Officers,
In Himachal Pradesh

Subject: GOI guidelines for preparation of Health Care Workers (HCWs) database for COVID-19 vaccination - thereof.

Sir,

In continuation to letter No. NHMHP-CCVM084-B/2/2020-7747 Dated 27/10/2020 on the above subject, the following amendments in the guidelines may be followed:

1. At page No. 2 in sub heading "Categories of HCWs": The health staff i.e. Dai, 108 NAS Pilot & EMTs and 102 Pilot categorized as 'Other Health Staff' in point No. 9 may be considered under 'Support Staff' in point No. 7.

2. At page No. 4, the following amendments may be read instead of earlier communicated:

   • **Bullet No. 2**: The district after downloading the Template from the link above will add the district name at the end of the existing filename after placing an underscore (_). The rest of the filename (i.e. COVID_VACC_IMPORT_BENEFICIARIES_STATE_UT.XLSX) is a fixed component and should not be changed e.g. for District Mandi, it shall be COVID_VACC_IMPORT_BENEFICIARIES_STATE_UT_MANDI.XLSX. The district will email the downloaded sheet with the district added in the filename above to all the facilities for data collection.

   • **Bullet No. 7**: After the data of HCWs is filled, the facility should save the Template with the following filename COVID_VACC_IMPORT_BENEFICIARIES_STATE_UT_DISTRICT_FACILITY.XLSX (e.g. in District Mandi, there is CHC Ratti, then file name would be COVID_VACC_IMPORT_BENEFICIARIES_STATE_UT_MANDI_RATTICHC.XLSX).

   • **Bullet No. 8**: In the scenario where a facility requires more than one Template (for more than 1000 HCWs), the Templates should be saved by adding numbers at the end of the file names like COVID_VACC_IMPORT_BENEFICIARIES_STATE_UT_DISTRICT_FACILITY1.XLSX, COVID_VACC_IMPORT_BENEFICIARIES_STATE_UT_DISTRICT_FACILITY2.XLSX, so on and so forth. (e.g. In district Sirmaur, there is Dr Y S Parmar Medical College,
then file name would be COVID VACC_IMPORT BENEFICIARIES_STATE UT_SIRMAUR_DRYSPARMAR_MEDICAL_COLLEGE1.XLSX, COVID VACC_IMPORT BENEFICIARIES_STATE UT_SIRMAUR_DRYSPARMAR_MEDICAL_COLLEGE2.XLSX).

Your's faithfully,

[Signature]

Dy. Mission Director  
National Health Mission  
Himachal Pradesh.

Copy forwarded to following for information please:

1. The Special Secretary (Health) to the Govt. of HP Shimla-2.
2. The Director Health Services, HP, Shimla-9.
3. The Director Medical Education Shimla-171009.
4. The Director Ayurveda, HP, Shimla-171009.
5. The Director, WCD, HP, Shimla.
6. The Director, Health Safety & Regulation, HP, Shimla-2.
7. All the Principal, Medical Colleges Himachal Pradesh.
8. All the Medical Superintendent in Himachal Pradesh.
10. The Senior Project Officer UNDP, SIHFW Campus Parimahal, Shimla.
11. All the District Immunization Officers, Himachal Prades.

[Signature]

Dy. Mission Director  
National Health Mission  
Himachal Pradesh.