

# INCOME TAX APPELLATE TRIBUNAL BAR ASSOCIATION, NEW DELHI

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## STANDARD OPERATING PROCEDURE FOR ISSUANCE OF OXYGEN CONCENTRATOR

### **I. ELIGIBILITY.**

1. Oxygen concentrator will be issued to patients with oxygen level between 80 – 88 duly certified by a treating medical doctor along with current picture of SPO2 reading.

2. This facility is only valid for members of the ITAT BAR ASSOCIATION.

3. Aadhar card indicating the address of the patient will be strictly required for issuance of the Oxygen Concentrator.

### **II. INSTRUCTIONS FOR USE.**

1. Daily SPO2 reading picture will be sent on WhatsApp number of member from whom you have collected concentrator

2. Kindly use your own mask and tubing to connect to oxygen concentrator outlet.

3. Don't give oxygen at flow rate more than 2 liters/minute (Very Important). It is more harmful to the patient in case the flow is more than 2 liters/minute.

### **III. TERMS & CONDITIONS.**

1. Oxygen concentrator will be given maximum for a period of 5 days.

2. Kindly be very careful while using the equipment as the same is costly and the same should be returned in the same condition at which the same was issued. Any damage caused to the equipment will be to the cost of the patient.

3. The patient's family members will have to collect the equipment at the time of issuance and return back to the ITAT BAR ASSOCIATION at the point of return.

4. Oxygen concentrator should be returned to ITAT BAR ASSOCIATION when SPO2 reading reverts back to 92 & above.

5. ITAT BAR ASSOCIATION has the right to recall and redistribute the oxygen concentrator to any other patient who is more serious than the present patient. This is only to share the scarce resources and can be mutually discussed for the benefits of both the patients.

6. The ITAT BAR ASSOCIATION will take a security deposit of Rs 50000 against the use of the Concentrator which shall be returned when the machine is returned in proper working condition.

7. The ITAT BAR ASSOCIATION Management has the right to vary these conditions for any member/members.