1. **Forgot Password (SMS)**

Dear <*Employee Name*>,
<*XXXX*> is your OTP to complete your login for ACIL Care account.

It will expire in 5 minutes. Do not share it with anyone.

Take care & Stay safe
Ahluwalia Contracts (India) Ltd. - Care application

2. **New Case**

In case of a new COVID Case

<u>Subject line</u>: ALERT - NEW SUSPECTED/ COVID CASE

<u>Content</u>:

Dear Team,

This is to bring to your attention that, <Name>, <Designation>, <Project Name>, is tested COVID positive which brings the total cases of this project to <number of cases> in last 14 days and cumulative cases of the project as <cumulative cases>

Details of the reported cases can be found as following:

Man Number	Name	Project	Department	Designation
Contact Number	E Mail	Address		
Case	Date since symptoms occurred	Symptoms	Date on which test is conducted	Test result

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In case of a recovered Case

<u>Subject line</u>: RECOVERED CASE

<u>Content</u>:

Dear Team,

We are happy to inform you that, <Name>, <Designation>, <Project Name> has recovered from COVID 19 which brings our total recovered case to <nos> and cumulative recovered cases of the project to <cumulative recovered cases>

Details of the reported cases can be found as following:

Man Number	Name	Project	Department	Designation
Contact Number	E Mail	Address		
Case	Date since symptoms occurred	Symptoms	Date on which test is conducted	Test result

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3. Vaccination

Daily Vaccination Scorecard

Content:

Dear Team,

Today's daily vaccination count for sites PAN India is, 1st Dose=<*total*> and 2nd Dose=<*total*>; and total cumulative count till date is, 1st Dose=<*total*> and 2nd Dose=<*total*>.

Details of the same per site are as given below:

Date:				
Project	Registered	1st Dose	2nd Dose	Total
State 1				
Project 1				
Project 2				
State 2				
Project 1				
Project 2				
State 3				
Project 1				
State 4				
Project 1				
Total:				
Cumulative Total till date				

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4. COVID Resources

Subject line: COVID Resource Required

Content:

Dear Team,

The total number <no. of projects> projects (PAN India) have requested for resources and the updated resource data is:

PAN India	Nebulizers	Oxygen Cylinders	Isolation ward	Medicine Kit
Inventory at site				
Overall requirement				
Balance Requirement				

 Details of today's daily request for resources per site are as given below:

Project	Nebulizers	Oxygen Cylinders	Isolation ward	Medicine Kit
State 1				
Project 1				
Project 2				
State 2				
Project 1				
Project 2				
Total				

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5. Raise Ticket

Content:

Dear Team,

This is to bring to your attention that one of our employee, <Name>, <Designation>, <Project Name>, has raised a ticket. Details to the same are as given below

Man Number		
Name	Project	Department
Designation	Date of Joining	Contact Number
Email		
Type of resource required		
Location at which resource is required	Status	Resource required for

Take care & Stay safe
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