



GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION DEPARTMENT DISPUR :: GUWAHATI-6
Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No S(E)108/2018/129

Dated Dispur the 1st June, 2020.

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)- attendance regarding.

The undersigned is directed to refer to Government of India's order issued vide No 40-3/2020-DM-I(A) Dated 30th May, 2020, has since directed that the lockdown measures to contain the spread of COVID-19 shall continue for a period up to 30.06.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID-19 in the Country.

In accordance with the guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Assam Secretariat during the lockdown period up to 30.06.2020 shall be regulated as follows:

1. All officers and staff shall attend office on all working days.
2. However, the female employees with Children below 5 years of age, the persons with comorbidities and pregnant women need not attend office. They shall work from home and should be available on telephone and electronics means of communications at all times.
3. The senior most Secretary of the Administrative Department will further ensure maintenance of protocol in respect of social distancing, sanitization etc in their respective Department/ Offices as per the National Directives for COVID 19 Management (Annexure-I)

This has the approval of Chief Secretary, Assam.

Sd/-Dr. M Angamuthu, IAS

Commissioner and Secretary to the Government of Assam
Secretariat Administration Department.

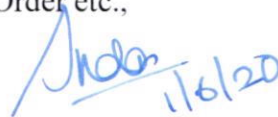
Memo No. S(E)108/2018/ 129 -A

Dated Dispur, the 1st June, 2020

Copy for information and necessary action to:

1. Additional Chief Secretaries (all)/ Principal Secretaries(all)/ Commissioner and Secretaries(all)/ Secretaries(all) to the Government of Assam, Dispur,
2. PS to all Hon'ble Ministers, Government of Assam,
3. PS to all Advisors, Government of Assam.
4. PS to the Chief Secretary, Assam. Dispur.
5. Secretariat Administration (Nazarat) Department.
6. Deputy Commissioner, Kamrup(M), Panbazar, Guwahati-1.
7. P.P.S. to the Hon'ble Chief Minister, Assam, Dispur.
8. ADCP (Security), Dispur Capital Complex.
9. P.S. to Commr & Secretary to the Govt. of Assam, S.A. Deptt., Dispur, Ghy-6.
10. Guard file

By Order etc.,


1/6/20

Deputy Secretary to the Govt. of Assam
Secretariat Administration Department.

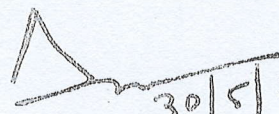


National Directives for COVID-19 Management

- 1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
- 2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.
Shops will ensure physical distancing among customers and will not allow more than 5 persons at one time.
- 3. **Gatherings:** Large public gatherings/ congregations continue to remain prohibited.
Marriage related gatherings : Number of guests not to exceed 50.
Funeral/ last rites related gatherings : Number of persons not to exceed 20.
- 4. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.
- 5. **Consumption of liquor, paan, gutka, tobacco etc.** in public places is prohibited.

Additional directives for Work Places

- 6. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
- 7. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
- 8. **Screening & hygiene:** Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- 9. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
- 10. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.


30/5/20