



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

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No S(E)108/2018/76

Dated Dispur the 18<sup>th</sup> April, 2020

**ORDER**

Whereas in pursuance of the Ministry of Home Affairs, Govt of India's direction issued vide order no 40-3/2020/DM-I(A) Dated 15<sup>th</sup> April, 2020 regarding continuation of the lockdown measures upto 3<sup>rd</sup> may, 2020 to contain the spread of COVID-19 in the country; and

Whereas in view of the State Government's direction to resume the functioning of Departments in Assam Secretariat w.e.f 21.04.2020; and

Whereas to ensure the compliance of Government of India's directions for maintenance of sanitization and hygiene including maintenance of social distancing the following stipulated measures are to be resorted:

1. Wearing of face cover is compulsory in workplaces.
2. No gathering of five or more persons in close proximity.
3. No spitting in office and outside.
4. There should be strict ban on use of gutka, tobacco etc. and spitting is strictly prohibited.
5. All workplaces shall have adequate arrangement for temperature screening and sanitizer.
6. Frequent cleaning of common surfaces and hand washing shall be mandatory.
7. Social distancing shall be maintained in the office canteen.
8. The Secretariat Administration (Nazarat) Department shall ensure the sanitization of the Lifts in each block. However, it will be advisable to avoid use of Lift as much as possible. The use staircase for climbing should be encouraged.
9. The Secretariat Administration (Nazarat) Deptt. will provide sanitization material to the Departments of the Janata Bhawan on receipt of requisition from the concerned Deptt.
10. There shall be total ban on non-essential visitors in the Janata Bhawan.
11. The personal staff attached in the office of the Hon'ble Minister/Advisors/OSD/ Adtl. CS/Principal Secy/Commr & Secy/Secretary shall ensure the maintenance of protocol of sanitization in their respective offices including the conference hall.

This has the approval of Chief Secretary Assam and comes into force with immediate effect.

Sd/-Dr. M Angamuthu, IAS  
Commissioner and Secretary to the Government of Assam  
Secretariat Administration Department.

Memo No. S(E)108/2018/76-A

Dated Dispur, the 18<sup>th</sup> April, 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. Chief Executive Officer, ASDMA, Dispur.
3. S.O. to the Chief Secretary, Assam. Dispur
4. PS to all Honourable Ministers, Government of Assam, Dispur.
5. PS to all Advisors, Government of Assam, Dispur.
6. Commissioner of Police, Guwahati City, Assam.
7. P.P.S. to the Hon'ble Chief Minister, Assam, Dispur.
8. Deputy Commissioner of Police, East/West/Central Division, Guwahati City with a request to allow the Govt. incumbent to attend office with office/private vehicle.
9. P.S. to Secretary to the Govt. of Assam, S.A. Deptt., Dispur, Ghy-6.
10. Guard File.

By Order etc.,

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