



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)108/2018/104

Dated Dispur the 18th May, 2020.

ORDER

Whereas the Government of India in the Ministry of Home Affairs has issued directions vide No 40-3/2020-DM-I(A) Dated 1st May, 2020 and No 40-3/2020-DM-I(A) Dated 17th May, 2020 for continuation of the Lockdown period up to 31st May 2020 and to take lockdown measures to contain the spread of COVID-19 in the Country.

Now, therefore, after careful examination, to operationalise the Government functioning to ensure delivery of public services, the State Government have decided to continue the functioning of all the Departments of Assam Secretariat up to 31.05.2020 by adhering to following conditions:

1. The senior most Secretary of the Administrative Department will ensure that-
 - (a) The officers of the rank of Deputy Secretary and above shall attend office to the extent of 100% strength during normal office hours from 9-30 am to 5-00 pm;
 - (b) The officers and staff up to the rank of Under Secretary shall attend office with staggering of working hour as follows:
 - (i) 50% strength shall attend office at 9-30 am and leave office at 3-30 pm. In this batch the female employees and differently abled employees shall preferably be included;
 - (ii) Remaining 50% strength shall attend office at 11-30 am and leave office at 5-30 pm.
2. The senior most Secretary of the Administrative Department will further ensure maintenance of protocol in respect of social distancing, sanitization etc in the their respective Department/ Offices as per the National Directives for COVID 19 Management communicated by the Ministry of Home Affairs vide their order dated 17.05.2020(Extract enclosed at Annexure-I)
3. These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

This has the approval of Chief Secretary, Assam.

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

Dated Dispur, the 18th May, 2020

Memo No. S(E)108/2018/ 104 -A

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. S.O. to the Chief Secretary, Assam. Dispur.
3. PS to all Hon'ble Ministers. Government of Assam,
4. PS to all Advisors, Government of Assam.
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 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.