



**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)108/2018/120

Dated Dispur the 22<sup>nd</sup> May, 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 17<sup>th</sup> May, 2020, has since directed that the lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.05.2020 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 31.05.2020 shall be regulated as follows:

1. All officers of the level of Deputy Secretary and above shall attend office on all working days.
2. The senior most Secretary of the Administrative Department shall issue order for attendance of officers and staff up to the rank of Under Secretary in a staggered manner.
3. Female employees with Children below 5 years of age need not attend office during lockdown period up to 31.05.2020.
4. The persons with co-morbidities and pregnant woman shall work from home.
5. Those officers and staff, who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronics means of communications at all times.
6. 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.
7. 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 supersedes order issued vide No S(E) 108/2018/104 dated 18.05.2020.

This has the approval of Chief Secretary, Assam.

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

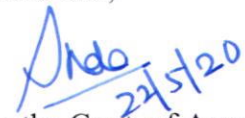
Dated Dispur, the 22<sup>nd</sup> May, 2020

Memo No. S(E)108/2018/ 120 -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. 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.,

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