



GOVT. OF ASSAM
General Administration Department
DISPUR ::: GUWAHATI-6

Block-A, 2nd Floor, Janata Bhawan, gadassam2011@gmail.com, gad.assam@gov.in

Dated, Dispur, the 20th March, 2020

No. GAG(A)109/2020/2

Advisory

Sub: Novel Corona virus (COVID-19)- Advisory issued in public interest -regarding.

In view of the spread of COVID-19 in various parts of the world including India, Government of Assam strongly recommends all to follow the advisories issued by the Government of India and take the following measures:

1. Install thermal scanners at the entry of Government buildings as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment or quarantined etc.
2. All Officials may be advised to take care of their own health and look out for respiratory symptoms/ fever and if unwell, should leave the workplace immediately after informing their reporting authorities. They should observe home quarantine as per the guidelines issued by the MoH&FW, Govt. of India available at URL: mohfw.gov.in/ and also to contact state authorities through Help Line No 6913347770/1/2/3 and 104.
3. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
4. Discourage to the maximum extent, entry of visitors in the office complex. Routine issue of passes, except in cases of extreme urgency, should be suspended with immediate effect.
5. Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving a large number of people unless necessary.
6. Avoid non-essential official travel.
7. Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
8. Facilitate delivery and receipt of dak at the entry point of the office building itself as far as practicable.
9. Close all creches, gyms, recreation centres located inside the Government buildings in the District HQs or Directorates etc.s
10. Ensure proper cleaning and frequent sanitization of the workplace.
11. All Officials are requested to follow the Do's and Don'ts issued by the Health & Family Welfare Department of Govt. of India and also the State Health Department's directives issued on preventive and precautionary measures on COVID-19.

In addition to the above, it is also advised to keep up to date on the latest COVID-19 hotspots (Cities or local areas where COVID-19 is spreading widely). If possible, avoid traveling to places – especially if you are an older person or have diabetes, heart or lung disease.

Sd/-

(Dr. M. Angamuthu, IAS)

Commissioner & Secretary to the Government of Assam

Dated, Dispur the 20th March, 2020

Memo No GAG(A)109/2020/2-A

Copy forwarded for information and necessary action to:

1. The PPS to the Hon'ble Chief Minister, Assam, Dispur, Guwahati -781006.
2. SO to Chief Secretary, Assam, Dispur, Guwahati -6.
3. All Directors / HoDs
4. All Deputy Commissioner of Districts.
5. All PS to Addl. Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/ Secretaries.
6. PS to PRC, Assam Bhawan, New Delhi.
7. JRC, Assam Bhawan, Chennai/Mumbai, TADM, Assam Bhawan, Kolkata, OSD, Assam Bhawan, Shillong.
8. DIPR, Assam, Guwahati-06.

By Order etc


Deputy Secretary to the Govt of Assam
General Administration Department