



**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)108/2018/94

Dated Dispur the 4<sup>th</sup> May, 2020.

**ORDER**

Whereas in view of Government of India's direction issued by the Ministry of Home Affairs, vide Memo No 40.3/2020-DM-I(A) Dated 1<sup>st</sup> May, 2020 for continuation of the Lockdown period up to 17<sup>th</sup> May 2020 to contain the spread of COVID-19 in the Country; and

Whereas in view of State Government order issued vide No ASDMA 24/2020/Part-1/43 Dated 03.05.2020; and

Now, after careful examination, to operationalise the Government functioning with a view to ensure delivery of public services, the State Government have decided to continue the functioning of all the Departments of Assam Secretariat up to 17.05.2020 by adhering to following conditions:

1. The senior most Secretary of the Administrative Department will ensure that officers of the rank of Deputy Secretary and above shall attend office to the extent of 100% strength and 50% strength in respect of remaining officer and staff below the rank of Deputy Secretary.
2. Female employees with children below 5 years of age need not to attend office till 17.05.2020.
3. The senior most Secretary of the Administrative Department will also issue necessary instruction regarding attendance of office by persons with co-morbidities and pregnant women during the lockdown period..
4. The senior most Secretary of the Administrative Department will further ensure maintenance of protocol in respect 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 01.05.2020(Extract enclosed at Annexure-I)
5. These instructions shall not apply to the offices and employees engaged in essential/emergencies 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.

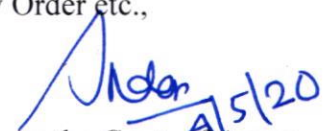
Dated Dispur, the 4<sup>th</sup> May, 2020

Memo No. S(E)108/2018/94-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. Commissioner of Police, Guwahati City, Assam
7. Deputy Commissioner, Kamrup(M).Panbaza, Guwahati-1.
8. P.P.S. to the Hon'ble Chief Minister, Assam, Dispur.
9. ADCP (Security), Dispur Capital Complex.
10. P.S. to Secretary to the Govt. of Assam, S.A. Deptt., Dispur, Ghy-6.
11. Guard File.

By Order etc.,

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