

**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT. ESTT.) DEPARTMENT
DISPUR ::: GUWAHATI-6**

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

File No.S(E) 37/2021/27

Dated Dispur, the 16th Jan, 2022

OFFICE ORDER

For smooth conduct of the interactive session with Honorable CM with employees in connection with proposed launch of Project Sadbhawana and also to maintain a high level of decorum and discipline during the interactive session, the following Dos and Don'ts are clearly laid down for compliance of every employees who would be attending the aforesaid interactive session with Honourable CM.

Do's and Don'ts in the Interactive Session with Honourable CM on 17th January 2022.

Do's :

1. Wear mask at all times for your own safety and for safety of others.
2. Please arrive at Gate no 5 (Pani tanki gate) of Assam Secretariat at 8.30 A.M.
3. Board the allotted bus as per allotment order issued by Secretary ,GAD vide order No.S(E) 37/2021/25 dated 15th January, 2022.
4. Once you arrive at Kalakshetra , please register your names in one of the appointed 12 Counters that have been set up department wise in Kalakshetra.
5. Have your breakfast in the dining area and proceed straight to the auditorium without loitering around the Auditorium campus.
6. Please use sanitizer which will be kept at the entrance of the Auditorium before entry in to the Auditorium .
7. You all must take your seats in the Auditorium by 10.15 AM.
8. Keep your mobile phones in silent mode as it causes disturbances and is often considered as nuisance in a meeting.
9. Please come to the interactive session in formal dress.
10. Wear formal shoes. Sports shoes should be avoided .

Don'ts :

1. Do not take phone calls during the interactive session with Honourable CM.
2. Please don't come out from the auditorium during the interactive session unless it is extremely urgent .
3. Please don't engage in conversation with fellow employees during the interactive session so as to maintain silence and discipline in the auditorium.

It is hereby informed that there will be no buses for employees who arrive at the Secretariat after 9.30 AM on 17th January 2022. There will be no breakfast for those who arrive Kalakshetra after 10.15 AM . The interactive session with the Honourable CM will be followed by delicious lunch. All nominated employees are hereby requested to comply with the aforesaid instructions.

NB : All nominated employees will be provided with one folder which will contain agenda , a note on Sadbhawana , one pen , one mask , one note book .

Sd/- Umananda Doley, IAS
Secretary to the Govt. of Assam,
General Administration Deptt

Copy to :-

1. S.O. to the Chief Secretary, Assam, Dispur, Ghy-6
2. P.S. to Principal Secretary to the Hon'ble CM, Assam, Dispur for kind appraisal of Principal Secretary.
3. P.S. to Principal Secretary to the Govt. of Assam, Home & Political Department, Dispur for kind appraisal of Principal Secretary.
4. P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Deptt, Dispur for kind appraisal of Commissioner & Secretary.
5. Officers/ Staff Concerned.
6. Office Copy

By order etc.,



Additional Secretary to the Govt. of Assam,
General Administration Department.