



GOVT. OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR ::: GUWAHATI-6

Block-A, 2nd Floor, JanataBhawn, gadassam2011@gmail.com, Gad.assam@gov.in

No .GAG(B).122/2020/24

Dated, Dispur, the 18th April, 2020

ORDER

Whereas , in pursuance of the Ministry of Home Affairs , Govt of India's directions issued vide memo no 40-3/2020 –DM-I(A) dated 15th April,2020, regarding continuation of the lock down measures upto 3rd May, 2020 to contain the spread of COVID-19 in the Country;

Whereas, the direction issued for functioning of the Government offices to carry out the day to day government transaction based on strict Compliance of the existing guidelines on lock down measures ;

Whereas, the State Government's decision to abide by the Govt of India's direction on the present extended period of Lockdown;

And Whereas, in adherence to the directions as mentioned in **Para- 19** of the Order of Ministry of Home Affairs, Govt. of India dated 15th April, 2020 , regarding functioning of the office of the State/Union Territories, Autonomous bodies, Local governments;

The State Government have opined for functioning of the following establishment in the State with following conditions w.e.f. 21st April, 2020

1. The Divisional Commissioners, , Deputy Commissioners, & SDO (C)s to ensure that maximum 33% of the employee in the cadre of Grade-II, III & IV as per requirement to attend office for smooth functioning of the offices . For that effect, a roster of duty for the above employee shall be drafted by the respective Head of Offices and ask them to attend offices on respective allotted dates till 3rd May, 2020.
2. The Officials/employees who will be at home on particular day as per the roster drawn up should be available on telephone, mobile phone and electronic means of communication at all times. The period of working from home shall not be treated by the Official or employee as Leave. They should attend office if called for any exigency or work.
3. Similar instructions may be issued to attached/ Subordinate Offices, Autonomous/Statutory Bodies by the respective Head of Administrative Departments.
4. The prescribed protocol of Sanitization and maintenance of Social Distancing at the offices as prescribed in the **National Directives for COVID-19 Management (Annexure-I)** of the Ministry of Home Affairs, Govt. of India's order Dated 15 th April, 2020 should be followed scrupulously.
5. The Standard Operating procedure as envisaged for social distancing for offices, workplace etc as prescribed in the MHA, Govt. of India's Order dated 15 th April, 2020 should be maintained as much as possible.

6. These instructions shall not apply to the Offices and employees engaged in essential and emergency services and those directly engaged in taking measures to control spread of COVID-19. In such cases the Deputy Commissioners are authorized to carry out any required urgent actions as per situational requirement adhering the MHA, Govt of India's guidelines for the containment of the Pandemic in his/her jurisdictional areas.

7. The respective Heads of Assam Bhawans / Houses located at New Delhi, Kolkata, Chennai, Vellore, Shillong shall draw up their day to day functioning plan as laid down in **Para-19 (iv)** of the guidelines issued by the Ministry of Home Affairs, Govt of India on 15th April, 2020 and the guideline which may have been issued by the respective State Governments where the Bhawans/ Houses are located.

8. These orders will remain in force till 3rd May, 2020.

This has the approval of Chief Secretary, Assam.

Sd/- (Dr. M. Angamuthu, IAS)
Commissioner & Secretary to the Government of Assam
General Administration Department

Memo No GAG (B) 122/2020/24 - A

Dated, Dispur the 18th April, 2020

Copy forwarded for information and necessary action to:-

1. The Principal Secretary to Chief Minister, Assam, Dispur, Guwahati -781006.
2. All Divisional Commissioners
3. All Deputy Commissioners
4. All SDO (Civil)s
5. SO to Chief Secretary, Assam, Dispur, Guwahati -6.
6. The State Informatics Officer, NIC, Assam State Centre.
7. The DIPR, Assam, Guwahati-06 with a request to make a Press Release on this matter.
8. JRC, Chennai & Mumbai, Assam Bhawan /TADM, Kolkata and OSD, Assam Bhawan , Shillong.
9. The Director, Sainik Welfare, Assam.
10. PS to Principal Secretary, Assam Legislative Assembly, Dispur, Guwahati -6.
11. All PS to Ministers, Assam, Dispur, Guwahati -6.
12. All PS to Advisers to Chief Minister, Assam, Dispur, Guwahati -6.
13. All PS to Addl. Chief Secretaries to the Govt. of Assam, Dispur, Guwahati -6.
14. All PS to Principal Secretaries to the Govt. of Assam, Dispur, Guwahati -6.
15. PS to the PRC, Assam Bhawan, New Delhi.
16. All PS to Commissioner & Secretaries to the Govt. of Assam, Dispur, Guwahati -6
17. All PS to Secretaries to the Govt. of Assam, Dispur, Guwahati -6.
18. Content Manager, S. A (E) Deptt., Dispur, Guwahati-06.

By order etc...,


Deputy Secretary to the Government of Assam
General Administration Department