



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

Block-A, 2<sup>nd</sup> Floor, JanataBhawan, gadassam2011@gmail.com,  
Gad.assam@gov.in

No .GAG(B).122/2020/3

Dated, Dispur, the 21<sup>th</sup> March, 2020

ORDER

Whereas due to the spread of Corona Virus (COVID-19) as reported in the country and the preventive measures prescribed by the Govt. of India, Ministry of Personnel, Public Grievances and Pensions's in OM No. F.No.11013/9/2014/ESTT (A-III) dated 17/03/2020, and subsequent OM issued vide No.11013/9/2014/ESTT (A-III); and

Whereas in view of the State Government's several advisories, directions issued to minimize the assembly of people in public places, closure of cinema halls, parlours & gyms, restriction on entry of visitors in Janata Bhawan, Directorates, DC's Office, SDO (C)s Office etc

Therefore to arrest the spread of Corona Virus (COVID-19) amongst the employees/public etc., the following instructions are issued as a safety measure to keep the Government transactions functional:

1. The Divisional Commissioners, Deputy Commissioners, SDO (C)s and Head of the Departments in the District/ Sub-Division will ensure that 50% employee in the cadre of Grade-II, Grade-III and Grade-IV are required to attend Office everyday and the remaining 50% staff should be instructed to work from home. For that effect, a weekly roster of duty for the above employee shall be drafted by the respective Head of Offices and ask them to attend offices on alternate weeks. While deciding the roster for the first week, HoDs are advised to include Officials who are residing in close proximity to their Office or use their own transport to travel to the Offices.
2. The Officials/employees who are working from home on that 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. The Head of the Offices shall assess their own minimum requirement of Gr-II, Gr-III and Gr-IV office staff to manage the day to day office work in order to minimize the assembly of people.
4. 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.
5. Similar instructions may be issued to attached/ Subordinate Offices, Autonomous/Statutory Bodies by the respective Head of Administrative Departments.
6. These orders shall come into force with immediate effect and will remain in force till 31st March, 2020.

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

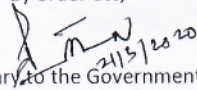
Memo No GAG (B) 122/2020/3-A

Dated, Dispur the 21<sup>st</sup> March, 2020.

Copy forwarded for information and necessary action to:

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

By order etc,

  
Deputy Secretary to the Government of Assam  
General Administration Department