



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)108/2018/148

Dated Dispur the 20th July, 2020.

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)- attendance regarding.

The undersigned is directed to refer to directives issued by the State Executive Committee of Assam Sate Disaster Management Authority vide No ASDMA-24/2020/Part-1/92 dated 18.07.2020, has since directed that the lockdown measures to contain the spread of COVID-19 shall continue for a period up to 02.08.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID-19 in the State.

In accordance with the guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Assam Secretariat during the lockdown period up to 02.08.2020 shall be regulated as follows:

1. The senior most Secretary of the Administrative Department will ensure that their respective Department/Office shall operate with 30% strength of officers and staff.
2. However, the female employees with Children below 10 years of age and pregnant women need not attend office. They shall work from home and should be available on telephone and electronics means of communications at all times.
3. The senior most Secretary of the Administrative Department will further ensure Testing for COVID, maintenance of COVID-protocol in respect of social distancing, sanitization etc in their respective Department/ Offices.

This has the approval of Chief Secretary, Assam.

Sd/- Dr. M Angamuthu, IAS

Commissioner and Secretary to the Government of Assam
Secretariat Administration Department.


Memo No. S(E)108/2018/148-A

Dated Dispur the 20th July, 2020.

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. PS to all Hon'ble Ministers, Government of Assam,
3. PS to all Advisors, Government of Assam.
4. PS to the Chief Secretary, Assam. Dispur.
5. Secretariat Administration (Nazarat) Department.
6. Deputy Commissioner, Kamrup(M), Panbazar, Guwahati-1.
7. P.P.S. to the Hon'ble Chief Minister, Assam, Dispur.
8. ADCP (Security), Dispur Capital Complex.
9. P.S. to Commr & Secretary to the Govt. of Assam, S.A. Deptt., Dispur, Ghy-6.
10. Guard file

By Order etc.,


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