



GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR:::GUWAHATI-6

Block-A, 2nd Floor, Janata Bhawan, gadassam2011@gmail.com,
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No.GAG(B).122/2020/84

Dated Dispur the 18th May,2020

ORDER

Whereas, in pursuance of the Ministry of Home affairs , order issued vide No 40 -3/2020 -DM-1 (A) dated 17th May, 2020 on extension of National Lockdown by two weeks w.e.f. 18/5/2020 with new guidelines on the measures to be taken by Ministries /Departments of Government of India ,State / UT Governments and State / UT authorities for containment of COVID-19;

Whereas, the General Administration Department's order communicated vide no GAG (B) 122/2020/3 dated 21st March , 2020, GAG (B) 122/2020/24 dated 18th April, 2020 , and GAG (B) 122/2020/66 dated 4th May, 2020 ,issued in pursuance of Ministry of MHA's earlier instruction dated 17th March, 2020, 15th April, 2020 and 1st May,2020 respectively and ;

The State Government desires the Heads of Departments, Divisional Commissioners, Deputy Commissioners, SDO(Civil)s, Autonomous Bodies, Councils and Corporations to follow scrupulously the new guidelines of Ministry of Home Affairs issued on 17th May , 2020 to carry out the functions of prescribed activities in their jurisdiction considering the ground situation and the following may be adhered to:

A. Office Attendance: As regard requirement of attendance in offices the following measures may be resorted to:

1. All Gazetted Officers shall attend office to the extent of 100% strength during normal hours from 9:30 AM to 5:00PM.

2. All Staff members (Grade-III & Grade-IV) shall attend office with staggering of work hour as follows:

(a) 50% strength shall attend office at 9:30 AM and leave office at 3:30PM. In this batch the female employees and differently abled employees shall preferably be included;

(b) Remaining 50% strength shall attend office at 11:30 AM and leave office at 5:30 PM.

B.These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

C.Maintenance of protocol in respect of Social distancing, sanitization etc: The National Directives for COVID-19 management in respect of Social distancing, sanitization etc as laid down in the new guidelines issued by Ministry of Home Affairs vide order dated 17.05.2020 will be followed scrupulously.

Further the respective Heads of Assam Bhawans/Houses located at New Delhi, Kolkata , Chennai , Vellore , Shillong shall draw up their functioning plan as per the MHA's Guideline issued on 17th May, 2020 if required and the guidelines which may have been issued by the respective State Governments where Bhawans/ Houses are located.

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/ 84 - A

Dated, Dispur the 18th May, 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, G.A.D, Dispur, Guwahati-06.

By Order etc;


Deputy Secretary to the Government of Assam
General Administration Department

