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 in OM No. F.No.1103/3/2014/EST-I (A-II) dated 17/03/2020, and subsequent OM issued vide No.1103/3/2014/EST-I (A-II), 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, public places, restriction on entry of visitors in Janata Bhawan, Directories, DC’s Office, SDO’s Office etc.

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

1. The Senior-most Secretary/Head of the Administrative Department will ensure that 50% of the employees in the cadre of Superintendents and below working in the Janata Bhawan are required to attend Office on alternate days and the remaining 50% staff should be instructed to work from home. For that effect, a weekly roster of duty for the above Office shall be drafted by the respective Senior-most Secretary/Head of the Administrative Department and ask them to attend offices on alternate weeks. While deciding the roster for the first week care should be taken 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 the 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 officials or employee as leave. They should attend office if called for any exigency or work.

3. 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.

4. These orders shall come into force with immediate effect and will remain in force till 31st March, 2020.

Sd/- (Dr. M. Angom)
Commissioner & Secretary to the Government of Assam
Secretariat Administration Department

Copy forwarded for information and necessary action:

1. The Principal Secretary to Chief Minister, Assam, Dispur, Guwahati - 781006.
2. SG to Chief Secretary, Assam, Dispur, Guwahati - 781006.
3. DIPR, Assam, Guwahati - 781006 with a request to make a press release on this behalf.
4. AP/PS to Ministers, Assam, Dispur, Guwahati - 781006.
5. AP/PS to Adviser to Chief Minister, Assam, Dispur, Guwahati - 781006.
6. APS to Principal Secretaries to the Govt. of Assam, Dispur, Guwahati - 781006.
7. APS to Commissioner & Secretaries to the Govt. of Assam, Dispur, Guwahati - 781006.
8. AP/PS to Secretaries to the Govt. of Assam, Dispur, Guwahati - 781006.
10. Chief Engineer, 3, AE(I), Dispur, Guwahati - 781006.

By order etc.,

Deputy Secretary to the Government of Assam
Secretary Administration Department