GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM
Imphal, the 18th March, 2020.

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

No. 15/1/2020-GAD (Misc./COVID-19) (A): The General Administration Department (GAD), Govt of Manipur has taken serious note of the prevailing medical situation in view of the COVID-19 pandemic and had accordingly arranged and distributed hand sanitizers for use of Officers & staff of Manipur Secretariat. Further, in view of the advisory issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India vide their O.M. F.No.11013/9/2014-Estt.A.III dated 17th March, 2020, the following precautionary measures are hereby ordered for necessary compliance by all concerned in respect of Manipur Secretariat with immediate effect and until further orders in the interest of public health and safety:

1. GAD will arrange Thermal Scanners at all the entry points of Manipur Secretariat including Chief Minister’s Secretariat and will conduct thermal screening of all visitors with the assistance of trained medical manpower from Health & Family Welfare Department. Thermal screening will start as soon as the thermal scanners are procured by GAD which is already under process. Any visitor found having flu-like symptoms may be advised to undergo further medical tests in the authorised Hospitals / medical centres as may be advised by Health & Family Welfare Department.

2. The entry of visitors into Manipur Secretariat including Chief Minister’s Secretariat shall be discouraged to the maximum possible extent by suspending issuing of routine entry passes and only those visitors who are permitted by the concerned Officers they want to meet shall be allowed entry after proper thermal screening.

3. Meetings involving many participants may be avoided as far as avoidable. All Officers concerned are requested to take note of this advisory and take appropriate action accordingly.

4. Feasibility of emails for official communication may be tried out appropriately by all officials concerned.

5. All Officers are advise to avoid non-essential travels and undertake only unavoidable tours.

6. Delivery & receipt of dak shall be made at concerned points identified by the concerned Administrative Secretaries, Officers & Sections with the objective of taking all relevant precautionary measures to ensure medical safety.

7. All recreation centres, library and restaurants / hotels inside Manipur Secretariat shall either close down temporarily or immediately adopt proper hygienic measures as per the protocols prescribed by the Ministry of Health & Family Welfare (copy enclosed).

8. The cleaning of frequently used items like door handles and other items and advisory on sanitisation already advised by GAD to all Group D employees shall be strictly adhere to and the concerned Officers controlling them shall monitor and review compliances thereof on daily basis.

9. The hand sanitisers, antiseptic-based liquid soaps and other items already distributed by GAD to all shall be properly used by all recipients.

(Contd. P/2)
10. In case any official or staff suffers from any of the symptoms related to COVID-19 or have flu-like symptoms, they are advised to immediately get medical check up and take all further necessary preventive medical measures. The concerned authorities are also advised to advise all their Officers and staff on this line and consider granting / recommendation of medical leave in appropriate cases which will be given due consideration immediately.

11. The leave sanctioning authorities are advised to consider sanction of leave whenever any request is made by persons for self quarantine as a precautionary measure.

12. All employees who are at higher risks, i.e., older employees, pregnant employees and employees who are having underlying medical conditions, are hereby particularly advised to take extra precautionary measures. All Departments / concerned Officers are further advised not to expose such employees to any frontline work having direct contact with the public.

Copy of the "Do's & Don'ts" issued by the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India attached to their O.M. F.No.11013/9/2014-Estt.A.III dated 17th March, 2020 is attached herewith for information and necessary compliance of all concerned.

Further, copy of the printout of the Guidelines issued by the Ministry of Health & Family Welfare, Government of India is also attached herewith for information and necessary compliance of all concerned.

Sd/-

(P. Valphi)
Principal Secretary (GAD)
Government of Manipur.

No. 15/1/2020-GAD (Misc./COVID-19) (A):

Imphal, the 18th March, 2020.

Copy to:
1. Secretary to Chief Minister, Manipur.
2. All PPS/PS to Ministers, Manipur.
3. All PPS/PS to Chairmen of Corporations/Boards, etc. located in Manipur Secretariat.
4. Staff Officer to Chief Secretary, Government of Manipur.
5. PS to all Addl. Chief Secretaries / Principal Secretaries / Commissioners & Secretaries, Government of Manipur.
7. All Section Officers & all staffs of all Sections, Manipur Secretariat.
8. SO/GAD - He is to ensure immediate compliance and make all necessary arrangements and submit reports to US/GAD.

(Asem Rangina Chanu)
Under Secretary (GAD)
Government of Manipur.