

Government of Assam
Department of Personnel, Dispur.

No.ABP.134/20169/4

Dated Dispur the 23.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID-19.

In continuation of General Administration Department's Order No.GAG(B).122/2020/3 dated 21.03.2020 and Secretariat Administration (Estt) Department's Order No.S(E)30/2020/12 dated 21.03.2020 following instruction are issued in public interest and as a safety measure to keep transaction of Govt. business functional:

(i) Heads of following Departments (HoDs) and District Heads of Offices may draw up a Roster of Staffs (all officers and employees, including consultants' contract and outsourced employees), who are required to render essential services within each Department/establishments. They alone may be asked to attend office from 23rd March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.

Head of the Departments and District Head of following offices that may draw up a Roster of staffs are:-

- A. Home and Law enforcing offices.
- B. Revenue & Disaster Management.
- C. Health & Family Welfare Department.
- D. Transport Department.
- E. Food & Civil Supplies Department.
- F. Personnel Department.
- G. Public Health Engineering Department.
- H. Power Department.
- I. Information & Public Relations Department.
- J. Fire, Civil Defense and emergency services.
- K. Any other department who are rendering essential services.

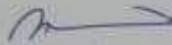
The Deputy Commissioners will ensure the same in the offices under their respective jurisdiction in the District.

(ii) Similar instructions should be issued by the Administrative Department to attached/ Subordinate Offices, Autonomous/ Statutory Bodies.

(iii) The Department of Finance and Department of Public Enterprises (DPE) may issue similar instruction regarding Financial Institutions and Public Sector Undertakings.

(iv) These instruction shall not apply to the employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.

These instruction shall be applicable with immediate effect.



Principal Secretary to the Govt. of Assam
Personnel Department

Dated Dispur the 23.03.2020

Memo No: No.ABP.134/20169/4-A

Copy forwarded for information and necessary action to:-

1. The Principal Secretary to Chief Minister, Assam, Dispur, Guwahati-6.
2. S.O to Chief Secretary, Assam, Dispur, Guwahati-6.
3. DIPR, Assam, Guwahati-06 with a request to make a Press Release on this matter.
4. All PS to Minister, Assam, Dispur, Guwahati-6.
5. All PS to Advisers to Chief Minister, Assam, Dispur, Guwahati-6.
6. All PS to Addl. Chief Secretaries to the Govt. of Assam, Dispur, Guwahati-6.
7. All PS to Principal Secretaries to the Govt. of Assam, Dispur, Guwahati-6.
8. All PS to Commissioner & Secretaries to the Govt. of Assam, Dispur, Guwahati-6.
9. All PS to Secretaries to the Govt. of Assam, Dispur, Guwahati-6.
10. PS to Principal Secretaries of all Autonomous Council, Assam.


Additional Secretary to the Govt. of Assam
Personnel (B) Department