



GOVT. OF ASSAM  
SECRETARIAT ADMINISTRATION (ESTT.)DEPTT.  
DISPUR ::: GUWAHATI-6  
Block-A, Ground Floor, Janata Bhawan, sad.assam.gov.in

No S(E)30/2020/12

Dated, Dispur, the 21<sup>st</sup> March, 2020

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's in OM No. F.No.11013/9/2014/ESTT (A-III) dated 17/03/2020, and subsequent OM issued vide No.11013/9/2014/ESTT (A-III); 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, parlours& gyms, restriction on entry of visitors in Janata Bhawan, Directorates, DC's Office, SDO (C)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 functional:

1. The Senior-most Secretary/ Head of the Administrative Department will ensure that 50% employee in the cadre of Superintendent and below working in the Janata Bhawan are required to attend Office everyday and the remaining 50% staff should be instructed to work from home. For that effect, a weekly roster of duty for the above Officials 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 that 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 Official 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 31<sup>st</sup> March, 2020.

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

Memo No S(E)30/2020/12-A

Dated, Dispur the 21<sup>st</sup> March, 2020.

Copy forwarded for information and necessary action to:

1. The Principal Secretary to Chief Minister, Assam, Dispur, Guwahati -781006.
2. SO 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 Ministers, 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. Content Manager, S. A (E) Deptt., Dispur, Guwahati-06.

By order etc,

Deputy Secretary to the Government of Assam  
Secretariat Administration Department