

भारत सरकार/Government of India
परमाणु ऊर्जा विभाग/Department of Atomic Energy
सचिवालय समन्वय अनुभाग/Secretariat Coordination Section

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No.16/6/2020-SCS/COVID-19/ 4038

April 15, 2020

परिपत्र / Circular

Subject: Preventive measures to contain the spread of COVID-19 – Regarding.

The Ministry of Home Affairs, New Delhi vide Order No.40-3/2020-DM-I(A) dated 15.04.2020 have further issued Consolidated Revised Guidelines on lockdown measures for containment of COVID-19 epidemic which will continue to remain in force upto 3rd May, 2020 for strict compliance to contain the spread of COVID-19 in the country.

2. Accordingly, in continuation of this Department's Circular of even No.4016 dated 23.03.2020, the MHA Order is enclosed for further necessary action. The following instructions are reiterated for strict compliance by all Constituent Units / PSUs / Aided Institutions of the Department of Atomic Energy:

- i) The instructions issued at para 18 (ii) of the Consolidated Revised Guidelines of the Ministry of Home Affairs, New Delhi Order dated 15.04.2020 mentioned above are reiterated for drawing of roster of staff from 15.04.2020 until 03.05.2020 for Units/PSUs/Aided Institutions of DAE. All Units / PSUs / Aided Institutions of DAE shall therefore function with 100% attendance of officials of Deputy Secretary and equivalent level and above. While the attendance of remaining officers and staff shall be restricted upto 33% as per requirement.
- ii) The Staff identified for "essential services" by Heads of Units/PSUs/Aided Institutions of DAE such as Medical, Security, House Keeping etc., shall continue to attend their duties. Adequate transport facilities and food arrangements shall be ensured for the staff identified for "essential services".
- iii) The instructions issued by DoPT vide their OM No.11013/9/2014-Estt.(A.III) dated 27.03.2020 regarding exemption of Persons with Disabilities (Divyangjan) shall be kept in mind while drawing up the roster of staff.

iv) All other instructions as stipulated at Sr.No. (v) to (xi) of DAE Circular of even No.4016 dated 23.03.2020 shall also be adhered to.

3. All Heads of Constituent Units/PSUs/Aided Institutions are requested to implement the above instructions based on the prevalent situation in the Units. The decision finally being implemented shall be conveyed to Department along with weekly status report.

4. This issues with the approval of Competent Authority.

Encl: 15 pages.


(Sanjay Kumar)
Joint Secretary(A&A)

All Heads of Constituent Units /PSUs/ Aided Institutions of DAE

Copy also to:

1. All Administrative Heads of Units / PSUs/Aided Institutions of DAE
2. Under Secretary (Adm.), DAE – For further necessary action in respect of DAE Secretariat
3. Head, CISD, DAE – For uploading the above communication in DAE Website
4. All Officers and Sections in DAE Secretariat – through DARPAN
5. Secretary, Staff Side, DAE Departmental Council

Government of Odisha
General Administration and Public Grievance Department

Bhubaneswar, Dated: 17.04.2020

ORDER

In supersession of all previous orders relating to functioning of Govt. Departments, the following is the classification of the Departments as *critical* and *partially critical*, with regards to COVID-19 management, as detailed in the table below:

<u>Category</u>	<u>Departments</u>	<u>Details</u>
Critical	<ul style="list-style-type: none"> • Agriculture & FE • Co-operation • F&ARD • FS&CW • GA&PG • H&UD • Health & Family Welfare • Home • Labour & ESI • PR&DW • R&DM (SRC & OSDMA) 	<p>All Group A officers to attend office.</p> <p>Up to 50% of Groups B, C & D officers/ staff to attend on roster basis.</p> <p>Administrative Departments will decide about the scale of operation in the field offices.</p>
Partially Critical	<ul style="list-style-type: none"> • All other Departments 	<p>All Group A officers to attend office.</p> <p>Up to 33% of Groups B, C & D officers/ staff to attend on roster basis.</p> <p>Administrative Departments will decide about the scale of operation in the field offices.</p>

All the employees of Government in the State, who are not attending office, will work from home. This order will be effective from 20th April, 2020 till May 03, 2020.



Principal Secretary

Memo No. 10461 /GEN

Copy forwarded to P.S. to Hon'ble Chief Minister/ P.S. to all Ministers/ OSD to Chief Secretary/ Addl. Chief Secretaries/ Principal Secretaries/ Commissioner-cum-Secretaries of all Departments/ Police Commissioner, Bhubaneswar/ Commissioner, Bhubaneswar Municipal Corporation for kind information and immediate necessary action.



17.4.20

OSD to Chief Secretary
COVID-19 Management