COVID-19:

MASTER CIRCULAR ON LOCKDOWN

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Government of Odisha
Office of Special Relief Commissioner

No. 2444/R&DM(DM) Date: 03-05-2020

ORDER

WHEREAS, with a view to ensuring strict social distancing and isolation to contain
the spread of COVID-19 pandemic, the Government of Odisha in Revenue & Disaster
Management (Disaster Management) Department, vide Order No. 2214/R&DM(DM)
dated 17th April, 2020, has extended the lockdown in the entire State of Odisha until
midnight of 3rd May, 2020 with different stipulations contained therein;

AND WHEREAS, in exercise of the powers conferred under section 10(2)(l) of the
Disaster Management Act, 2005, National Executive Committee, vide Ministry of Home
Affairs, Government of India Order No. 40-3/2020-DM-(I)(A) dated 1st May, 2020, has
directed extension of the lockdown period for a further period of two weeks with effect
from 04.05.2020 in all parts of the Country and issued new guidelines on lockdown
measures for strict implementation;

NOW THEREFORE, the State Government, in supersession of all previous orders
related to lockdown in Odisha, do hereby extend the lockdown in the entire State of
Odisha for a further period of two weeks and lay down the following new
stipulations/guidelines for strict implementation with effect from 04.05.2020 till the
midnight of 17.05.2020.

1. With the extension of the Lockdown period for a further period of two weeks with
effect from 4th May 2020, new guidelines as under, will be applicable based on the
risk profiling of the districts into Red (Hotspot), Orange and Green zones.

2. Identification of Red (Hotspots), Orange and Green Zones
i. Based on their risk profile, the criteria for dividing the districts of the country into three zones, viz., **red, orange and green** will be as follows:

   **a. Green Zones**: Districts with zero confirmed case till date or Districts with no confirmed case in the last 21 days shall be defined as Green Zones.

   **b. Red Zones or Hotspot Districts**: Districts shall be defined as Red Zones or Hotspot districts, by Ministry of Health and Family Welfare (MoHFW), Government of India (GoI), taking into account total number of active cases, doubling rate of confirmed cases, extent of testing and surveillance feedback.

   **c. Orange Zones**: Districts, which are neither defined as Red nor as Green Zones, shall be Orange Zones.

ii. MoHFW will share the list of Red Zone (Hotspot), Orange Zone and Green Zone districts and related information with the State on a weekly basis or earlier as required. Government of Odisha, in Health & Family Welfare Department, on review, may include **additional districts** as Red Zone (Hotspots) and Orange Zone districts depending on the extent of spread of COVID-19 infection.

iii. Districts classified either as Red or Orange Zones, may have one or more Municipal Corporation (MC) areas. In such cases, the State Government and District administrations may make an assessment of the distribution of cases - within the jurisdiction of the MC(s); and the area falling outside the MC(s) boundaries. In such cases, the classification of zones shall be as follows:

   **a. In case the district is classified as a Red Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labelled as an Orange Zone. However, due caution shall be exercised in such areas so that they remain free from COVID-19 cases.**

   **b. In case the district is classified as Orange Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labelled as a Green Zone.**
However, due caution shall be exercised in such areas so that they remain free from COVID-19 cases.

c. In case any area of the district outside the limits of the MC(s) does have one or more confirmed case(s) in the last 21 days, this part of the district shall continue to be labelled as a Red or Orange Zone, as per the classification of the district.

d. Place of origin of the cases will be taken into consideration while assessing the classification of a zone and not the place of treatment.

3. Identification of Containment Zones

i. Containment Zones shall be demarcated within Red (Hotspots) and Orange Zones by the District Collector(s)/ Commissioner(s) of Municipal Corporations in consultation with Health authorities based on the guidelines of MoHFW. The boundary of the Containment Zone shall be defined by District Administrations/ Municipal Corporations taking into account the following factors:

   a. Mapping of cases and contacts;

   b. Geographical dispersion of cases and contacts;

   c. Area with well demarcated perimeter; and

   d. Enforceability.

ii. The boundary of the Containment Zone will be a residential colony, apartment, municipal ward, municipal zone, Police Station area, town, etc., in case of urban areas; and, a village, cluster of villages, Gram Panchayats, group of Police Stations, blocks, etc., in case of rural areas.

4. Protocol within Containment Zones:

i. Intensive surveillance mechanism as outlined in the Standard Operating Protocol (SOP) issued by MoHFW shall be established within the Containment Zone. The local authority shall ensure 100% coverage of Aarogya Setu app among the residents of Containment Zones.

ii. In the Containment Zone, following activities shall be undertaken by the local authorities:

   a. Contact Tracing.
b. Home or institutional quarantining of individuals based on risk assessment by medical officers. This risk assessment will be based on symptoms, contact with confirmed cases, and travel history.

c. Testing of all cases with Severe Acute Respiratory Infection (SARI), Influenza Like illness (ILI) and other symptoms specified by MoHFW.

d. House to house surveillance by special teams constituted for this purpose.

e. Clinical management of all cases as per protocol.

f. Counseling and educating people, and establishing effective communication strategies.

iii. In these Containment Zones, within Red (Hotspot) and Orange Zones, where maximum precaution is required, there shall be strict perimeter control to ensure that there is no movement of population in or out of these zones except for medical emergencies and for maintaining supply of essential goods and services. The guidelines issued in this regard by MoHFW will be strictly implemented.

iv. Activities in Containment Zones

a. Strict perimeter control.

b. Establishment of clear entry and exit points.

c. Movement of persons only for maintaining supply of goods and services; and for medical emergencies.

d. No unchecked influx of people and transport.

e. Recording of details of people moving in and out of perimeter.

5. Activities prohibited, irrespective of the Zone:

i. All domestic and international air travel of passengers, except for medical services, air ambulance and for security purposes or for purposes as permitted by MHA.

ii. All passenger movement by trains, except for security purposes or for purposes as permitted by MHA.

iii. Inter-State Buses for public transport, except as permitted by MHA.
iv. Inter-State movement of individuals except for medical reasons or for activities as permitted by MHA.

v. All schools, colleges, educational/ training/ coaching institutions, etc. However, online/ distance learning shall be permitted.

vi. Hospitality services other than those used for housing health/ police/ Government officials/ healthcare workers, stranded persons including tourists, and those used for quarantine facilities.

vii. All cinema halls, shopping malls, gymnasiums, sports complexes, swimming pools, entertainment parks, theatres, bars, auditoriums, assembly halls and similar places.

viii. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings.

ix. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

6. RED ZONES (Hotspots) [Outside Containment Zones]

i. Activities not permitted:
   a. Activities indicated in Para-5.
   b. All markets, market complexes and markets in urban areas, i.e., areas within the limits of municipal corporations and municipalities.
   c. Cycle rickshaws and auto rickshaws.
   d. Taxis and cab aggregators except those specified under Para-6(ii)(a).
   e. Intra-district and inter-district plying of buses.
   f. Barber shops, spas and salons.

ii. Activities permitted with restrictions as specified:
   a. Movement of individuals and vehicles, only for permitted activities. Four wheeler vehicles will have maximum two passengers besides the vehicle driver. For two wheelers, pillion rider is not allowed. Transport aggregators like OLA, UBER permitted by Commerce & Transport (Transport) Department for transportation of medical personnel/ patients to and from hospitals.
b. Industrial establishments in urban areas: Only Special Economic Zones (SEZs), Export Oriented Units (EOUs), industrial estates and industrial townships with access control. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates; Production units, which require continuous process, and their supply chain; Manufacturing of IT hardware; Jute industry with staggered shifts and social distancing; and Manufacturing units of packaging material are permitted.

c. All industrial activities are permitted in rural areas.

d. Construction activities in urban areas: Only in-situ construction (where workers are available on site and no workers are required to be brought in from outside the urban limits) and construction of renewable energy projects are permitted.

e. All construction activities are permitted in rural areas.

f. Malls, Market Complexes, Markets and Shops:
   
   (i) Shops selling essential goods in markets and market complexes are permitted.

   (ii) All standalone (single) shops, neighbourhood (colony) shops and shops in residential complexes are permitted to remain open in urban areas, without any distinction of essential and non-essential.

   (iii) All shops in rural areas, except in malls, are permitted to remain open, without any distinction of essential and non-essential. Social distancing (6 feet distance) will be maintained in all cases.

g. E-commerce activities will be permitted only in respect of essential goods.

h. Private offices can operate with up to 33% strength as per requirement, with the remaining persons working from home.

i. All Central Government offices shall function with officers of the level of Deputy Secretary and above to the extent of 100% strength. The remaining staff will attend up to 33% as per requirement.
Defence and Security services, Health and Family Welfare, Police, Prisons, Home Guards, Civil Defence, Fire and Emergency Services, Disaster Management and related services, NIC, Customs, FCI, NCC, NYK and Municipal services shall function without any restrictions; however, delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

j. State Government offices will follow the orders of General Administration and Public Grievances Department, Government of Odisha in this regard.

7. **ORANGE ZONES [Outside Containment Zones]**
   i. **Activities not permitted:**
      a. Activities indicated in Para-5.
      b. Inter-district and intra-district plying of buses.
   ii. **Activities permitted:**
      a. Taxis and cab aggregators, with 1 driver and 2 passengers only.
      b. Inter-district movement of individuals and vehicles, only for permitted activities. Four wheeler vehicles will have maximum two passengers besides the driver.
      c. All other activities without any restriction.

8. **GREEN ZONES**
   i. **Activities not permitted:**
      a. Activities indicated under Para-5
      b. Inter-district and intra-district bus movement.
   ii. **Activities permitted:**
      a. All other activities without any restriction.

9. **Activities permitted, irrespective of the Zone:** Inter-state movement of goods/cargo, including empty goods carriers.

10. **All other activities, which are not specifically prohibited/ permitted with restrictions in the various Zones under these guidelines, will be permitted activities.**
However, the District Collector(s)/ Commissioner(s) of Municipal Corporation are required to continually assess the risk to public health, and with the primary objective of keeping the spread of COVID-19 in check, calibrate their response and impose any further restrictions as needed, in respect of activities permitted in this order, within their jurisdiction.

11. Measures for well-being and safety of persons
   i. The movement of individuals, for all non-essential activities, shall remain strictly prohibited between 7 pm to 7 am. Collector & District Magistrate/ Commissioner of Police/ Municipal Commissioner shall issue orders under appropriate provisions of law, such as prohibitory orders [curfew] under Section 144 of Cr.PC, for this purpose, and ensure strict compliance.
   ii. In all zones, persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for meeting essential requirements and for health purposes, as per the National Directives.
   iii. In Containment Zones, Out-Patient Departments (OPDs) and Medical Clinics shall not be permitted to operate. However, these are permitted to operate in Red, Orange and Green Zones, with social distancing norms and other safety precautions.

12. The following Standard Operating Protocols (SOPs) issued by MHA, Government of India/ State Government will continue to operate:
   i. SOP on transit arrangements for foreign national(s) in India and release of quarantine persons, issued vide Order dated April 2, 2020 (Annexure-1).
   ii. SOP on movement of stranded labour within States/ UTs, issued vide Order dated April 19, 2020 (Annexure-2).
   iii. SOP on sign-on and sign-off of Indian seafarers, issued vide Order dated April 21, 2020 (Annexure-3).
   iv. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons, issued vide Order dated April 29, 2020 (Annexure-4).
   v. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons by train, issued vide Order dated May 01, 2020 (Annexure-5).
vi. SOP on construction sites in Government as well as private sites issued vide letter No.2220/R&DM(DM) dated April 18, 2020 (Annexure-6).

vii. SOP on inter-state movement of commercial goods vehicles to prevent clandestine movement of people violating lock down norms issued vide letter No.2268/R&DM(DM) dated April 21, 2020 (Annexure-7).

viii. SOP on registration and quarantine arrangement of the people stranded in other states who intend to come to Odisha issued vide Order No.2280/R&DM(DM) dated April 22, 2020 (Annexure-8).


x. SOP on sending persons stranded in Odisha to their home states by road/ rail issued vide Order No.2417/R&DM(DM) dated May 01, 2020 (Annexure-10).

xi. SOP on operation of Border Check Points (BCPs) to regulate movement of returnees into the State by road issued vide Order No.2423/R&DM(DM) dated May 02, 2020 (Annexure-11).

13. **Strict enforcement of the lockdown guidelines**

These guidelines shall be strictly enforced and shall not be diluted in any manner.

14. **Instructions for enforcement of above lockdown measures:**

   i. All district magistrates/municipal commissioners/police commissioner shall strictly enforce the above lockdown measures and National Directives for COVID-19 Management, for public and work places (Annexure 12).

   ii. In order to implementing these containment measures, all Tahsildars in the State are designated as Incident Commanders in their respective local jurisdictions. In addition, the Police Commissioner/District Magistrate/Municipal Commissioner may deploy additional Executive Magistrates/Zonal Deputy Municipal Commissioners as Incident Commanders in the respective local jurisdictions.

   iii. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified areas will work under the directions of such incident commanders.
commander. The Incident Commander will issue passes for enabling essential movements as explained.

iv. Police Commissioner, Collector, ADM, CDM&PHO, DCP, Sub-Collector, Tahasildar, B.D.O, Municipal Commissioner and Executive Officer of Urban Local Bodies are hereby authorized to take all necessary actions for enforcement and implementation of the aforesaid measures. Local police shall render necessary assistance as and when requisitioned by the aforementioned officers.

v. All enforcing authorities shall note that these strict restrictions fundamentally relate to movement of people, but not that of goods.

vi. In case of any doubt, the State Government in R&DM (Disaster Management) Department will issue necessary directions or clarifications.

15. Penal provisions

Any person violating these lockdown measures and the National Directives for COVID-19 Management will be liable for prosecution as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, the Epidemic Diseases Act, 1897 and other legal provisions as applicable. Extracts of these penal provisions are at Annexure 13.

By order of the Governor

[Signature]

Chief Secretary, Odisha

Memo No.: 2445/R&D/M/DM Date: 03-05-2020

Copy forwarded to the Private Secretary to Hon’ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture Production Commissioner for kind information.

[Signature]

Special Relief Commissioner & Additional Chief Secretary to Govt. (Disaster Management)

Scanned with CamScanner
Memo No. 2446/R&DM(AD) Date: 03-05-2020

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner- cum-Secretary of all Departments/ Director General of Police/ Director General of Police Fire Services/ Police Commissioner, Bhubaneswar-Cuttack/ All RDOs/ All Collectors/ Superintendents of Police/ All Municipal Commissioners for kind information and immediate necessary action.

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

Memo No. 2447/R&DM(AD) Date: 03-05-2020

Copy forwarded to the Member Secretary, National Disaster Management Authority/ Joint Secretary (Disaster Management) Ministry of Home Affairs (Disaster Management Division), Government of India for kind information.

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)
ANNEXURE – 1

No. 40/3/2020 DH EA/ Government of India
Ministry of Home Affairs

STANDARD OPERATING PROCEDURE (SOP) FOR TRANSIT ARRANGEMENTS FOR FOREIGN NATIONALS STRANDED IN INDIA

Sub-Clause (g) in exception to clause 6

It has been brought to the notice of this Ministry that a number of foreign nationals are stranded in different parts of the country, due to the lockdown measures. Some foreign countries have approached Government of India for evacuation of their nationals to their countries.

2. In view of the above, it has now been decided that requests received from foreign governments, for evacuation of their nationals from India, would be examined by the Ministry of External Affairs (MEA), Government of India on case to case basis. In cases where such requests are endorsed by MEA, the following protocol would be observed:

   a) The chartered flight would be arranged by the concerned foreign government in consultation with the Ministry of Civil Aviation, Government of India.

   b) Prior to departure, the foreign national(s) would be screened for COVID-19 symptoms as per the standard health protocol. Only those foreign national(s) would be allowed to leave, who are asymptomatic for COVID-19. In case of symptomatic persons, the future course of treatment would be followed, as per the standard health protocol.

   c) The local transportation arrangements from the place of stay of the foreign national(s) to the point of embarkation would be arranged by the local Embassy/Consulate of the respective foreign government.

   d) The transit pass for movement of the vehicle deployed for movement of the foreign national(s) would be issued by the Government of the State/Union Territory where the foreign national(s) is/are staying.

   e) The transit pass, as issued above, would be honoured/allowed by the authorities of the State/Union Territories along the transit route.
ANNEXURE –2

**Standard Operating System (SOP) for movement of Stranded Labour**

Due to the spread of COVID-19 virus, workers employed in industry, agriculture, construction and other sectors have moved from their respective places of work, and are housed in relief shelter camps being run by State/UT Governments. Since additional new activities, outside the containment zones, have been permitted in the consolidated revised guidelines with effect from 20th April 2020, these workers could be engaged in industrial, manufacturing, construction, farming and MNREGA works. In order to facilitate their movement within the State/UT, the following guidelines may be followed:

i. The migrant labourers currently residing in relief shelter camps in States/UTs should be registered with the concerned local Authority and their skill mapping be carried out to find out their suitability for various kinds of works.

ii. In the event, that a group of migrants wish to return to their places of work within the State where they are presently located, they would be screened and those who are asymptomatic would be transported to their respective places of work.

iii. It may be noted that there shall be no movement of labour outside the State/UT from where they are currently located.

iv. During the journey by bus, it would be ensured that safe social distancing norms are followed and the buses used for transport are sanitized as per the guidelines of the Health authorities.

v. The National Directives for COVID-19 Management issued under the consolidated revised guidelines dated 19th April 2020 shall be strictly followed.

vi. The local authorities shall also provide for food and water etc., for the duration of their journey.
Standard Operating Procedure (SoP) for sign-on and sign-off of Indian Seafarers at Indian Ports and their movement for the aforesaid purpose

[As per Ministry of Home Affairs (MHA) Order No. 40.3/2020-DM-I (A) dated 21st April, 2020]

Change of crew of ship (seafarers) is an important measure for operation of merchant ships. This SoP has been formulated to streamline the sign-on/sign-off of Indian Seafarers at Indian Ports for merchant shipping vessels. The following guidelines may be followed:

I. For Sign-on
   i. The ship owner/Recruitment and Placement Service (RPS) agency will identify the Indian seafarers for joining a vessel.
   ii. The seafarers will intimate their travel and contact history for last 28 days to the ship owner/RPS agency by email, as per procedure laid down by Director General of Shipping (DGS).
   iii. The seafarer would be examined by a DGS approved medical examiner, as per the guidelines prescribed for this purpose. At the same time, the seafarer shall also be screened, and his travel and contact history examined for the last 28 days, seafarers found to be asymptomatic for COVID-19 and otherwise suitable may be processed for sign-on.
   iv. The local authority in the area where the seafarer resides will be intimated about his clearance for sign-on and for issue of a transit pass from the place of residence to the place of embarkation on the shipping vessel.
   v. The transit pass for such movement by road for the seafarer and one driver, may be issued by the Government of the State/Union Territory where the seafarer resides.
   vi. The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honoured/allowed by the authorities of the State/Union Territory along the transit route.
   vii. The social distancing and other hygiene norms, as per standard health protocol, would be followed by the vehicle transporting the seafarer to his destination.
   viii. At the port of embarkation, the seafarer shall be tested for COVID-19; the seafarer would be ready for sign-on only if the COVID-19 test is negative, failing which, action as per guidelines of Ministry of Health and Family Welfare (MOPHW) would be taken.

II. For Sign-off
   i. The master of a vessel, coming from any foreign port, or a coastal vessel from any Indian port, while arriving at its port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Master’s Declaration of Health to the health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port, like temperature chart, individual health declaration, etc. shall also be provided by the master as per directives of the health
Annexure – 4

No. 40-3/2020-DM-I (A)
Government of India
Ministry of Home Affairs
North Block, New Delhi-110001
Dated 29th April, 2020

ORDER

In continuation of Ministry of Home Affairs’s Orders No. 40-3/2020-
DM-I(A) dated 10th April, 2020, 16th April, 2020, 19th April 2020, 21st April
2020 and 24th April 2020 and in exercise of the powers conferred under
Section 10(2)(i) of the Disaster Management Act, the undersigned, in his
capacity as Chairperson, National Executive Committee, hereby orders
to include the following in the consolidated revised guidelines for strict
implementation by Ministries/Departments of Government of India,
State/Union Territory Governments and State/Union Territory
Authorities:

Sub-clause (iv) under Clause 17 on Movement of persons:

iv. Due to lockdown, migrant workers, pilgrims, tourists, students
and other persons are stranded at different places. They would
be allowed to move as under:

a. All States/ UTs should designate nodal authorities and
develop standard protocols for receiving and sending such
stranded persons. The nodal authorities shall also register
the stranded persons within their States/ UTs.

b. In case a group of stranded persons wish to move between
one State/ UT and another State/ UT, the sending and
receiving States may consult each other and mutually agree
to the movement by road.

c. The moving person(s) would be screened and those found
asymptomatic would be allowed to proceed.

d. Buses shall be used for transport of groups of persons. The
buses will be sanitized and shall follow safe social distancing
norms in seating.

f. The States/ UTs falling on the transit route will allow the
passage of such persons to the receiving State/ UT.

f. On arrival at their destination, each person(s) would be
assessed by the local health authorities, and kept in home
quarantine, unless the assessment requires keeping the
person(s) in institutional quarantine. They would be kept
under watch with periodic health check-ups. For the
purpose, such persons may be encouraged to use Aarogya Setu app through which their health status can be monitored and tracked.

The guidelines of the Ministry of Health and Family Welfare (MoHFW) on Home Quarantine, dated 11.03.2020 may be referred to in this regard, which are available at (https://www.mohfw.gov.in/pdf/GeneralGuidelinesOnHomeQuarantine.pdf)

Home Secretary

To: (As per list attached)
1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries/Administrators of State/Union Territories

Copy to:
1) All members of the National Executive Committee.
2) Member Secretary, National Disaster Management Authority.
ANNEXURE – 5

Government of India
Ministry of Home Affairs

North Block, New Delhi-110001
Dated 1st May, 2020

ORDER

In continuation of Ministry of Home Affairs’s Orders No.49-3/2020-DM-I(A) dated 15th April, 2020, 16th April, 2020, 19th April, 2020, 21st April, 2020, 24th April, 2020 and 28th April, 2020, and in exercise of the powers, conferred under Section 10(2)(i) of the Disaster Management Act, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby orders to include the following in the consolidated revised guidelines for strict implementation by Ministries/Departments of Government of India, State/Union Territory Governments and State/Union Territory Authorities:

Sub-clause (v) under Clause 17 on Movement of persons by trains:

v. Movement of migrant workers, pilgrims, tourists, students and other persons, stranded at different places, is also allowed by special trains to be operated by Ministry of Railways (MoR). MoR will designate nodal officer(s) for coordinating with State/UTs for their movement. MoR will issue detailed guidelines for sale of tickets; and for social distancing and other safety measures to be observed at train stations, train platforms and within the trains.

The rest of the conditions stipulated for Movement of persons vide Sub-clause (iv) a, b, c, e, f will continue to apply to such movement.

To: (As per list attached)

1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

Copy to:

i) All members of the National Executive Committee.
ii) Member Secretary, National Disaster Management Authority.
ANNEXURE – 6

From:
Pradeep Jena, IAS
Special Relief Commissioner &
Additional Chief Secretary to Government
(Disaster Management)

To:
All Departments of the Government
All Revenue Divisional Commissioners
All Collectors

Sub: Standard Operating Procedure for construction sites in Government as well as Private sectors to prevent spreading of COVID-19.

Madam/Sir,

You are aware that the Government of Odisha in Revenue & Disaster Management (Disaster Management) Department vide their letter No. 2214/R&M(DM) dt. 17.04.2020 has issued detailed order regarding extension of lockdown period till midnight of dt. 03.05.2020, in the said order several activities of different sectors have been allowed. The said order also emphasizes various conditions and standard operating procedure for social distancing and maintenance of hygiene in the work places in order to prevent spreading of Corona virus. Further the State is experiencing high temperature and heat wave condition is likely to prevail in some parts of the State.

Therefore, it is requested to adopt preventive measures in construction sites to contain spread of COVID-19 and to combat the heat wave situation. Accordingly, this office has issued Standard Operation Procedure for construction sites. The Standard Operation Procedure should be followed scrupulously. Copy of the Standard Operating Procedure in English and Odia is enclosed herewith for wide circulation among the stakeholders.

Yours faithfully,

Special Relief Commissioner &
Additional Chief Secretary to Government
(Disaster Management)
Standard Operating Procedure in the Government as well as private construction sites to prevent spreading of COVID-19 and to protect the workers/construction personnel from heat wave.

1. Social distancing parameters are to be strictly enforced at the work sites among the labourers, technicians, supervisors and others involved in the construction process.
2. Face masks are to be mandatorily used by all persons during the entire period of stay in the work site.
3. If workers are required from outside, special transportation facility shall be arranged by the Contractor/Construction Agency without any dependency on the public transport system. These vehicles should be allowed to operate with 30-40% of their passenger capacity.
4. In case of labour camps operating at the work site, social distancing norms shall be observed in working areas, sleeping quarters and as well as in dining areas. No gathering or close proximity among workers shall be allowed.
5. Contractor/Construction Agency will ensure provision of hand wash with buckets of water and mugs with soap and towel arranged in such a way that workers don’t have to gather around to wash their hands.
6. The Contractor/Construction Agency will put up display boards containing do’s and don’ts issued by Health and Family Welfare Department for prevention of spreading of COVID-19 at the construction site.
7. Contractor/Construction Agency will conduct orientation/training programme for the workers on hand washing and personal hygiene.
8. Workers of more than 50 years of age are not to be allowed to work in the worksite.
9. Sick, elderly and people having symptoms of cold, cough, sneezing are not to be allowed to work at any cost. If such symptoms are seen with workers, Contractors/Construction Agencies will make arrangement for health consultations of concerned workers in the nearest health centre.
10. Anybody detected with Severe Acute Respiratory Infections (SARI) and Influenza like indications (ILI) is to be immediately reported to the nearest PHC/CHC/Health Centre/ District HQ Hospital/nearest administrative office such as Block Office/Tahasil Office and all steps will be taken as per advice of the health centre.
11. There shall be complete prohibition of tobacco, gutka and spitting in work sites.

12. Contractor/ Construction Agency/ Executive Officer in-charge will keep a list of Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients at all times.

Besides these, in view of the rising temperature the following heat wave preventive measures are to be observed in work places:

1. Adequate shading arrangement must be made at the work places to protect the workers from scorching heat.
2. No work should be executed during the peak hours from 11:00 am to 3:00 pm.
3. There should be adequate, safe potable drinking water for the workers and other personnel.
4. There should be first-aid-box containing essential medicines, ORS, Glucose etc. at the workite for the workers.
5. Safety Health and Environment (SHE) parameters will be observed at construction sites.

The Contractor/ Construction Agency/ Officer in charge of the construction work should ensure that all the above conditions are in place before starting the work.

***
ANNEXURE – 7

No. 2265 /R&DM(DM) Date: 21-04-2020
RDM-RF-PESC-069-2020

From
Pradeep Jena, IAS
Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

To
ALL DEPARTMENTS
ALL COLLECTORS
ALL SUPERINTENDENTS OF POLICE

Sub: Standard Operating Procedure (SOP) for inter State movement of commercial goods vehicles to prevent clandestine movement of people violating the lockdown norms.

Sir,

There have been few instances of some people entering the State clandestinely either in transport vehicles/ goods carriers / Ambulances or other vehicles. Such movement has detrimental impact on the efforts of the State Government in preventing/ controlling the spread of Corona Virus. Such possibility of some people trying to enter the State clandestinely violating the lockdown conditions can’t be ruled out.

In order to check such clandestine movement and entry into the State, the following Standard Operation Procedure (SOP) may be followed:

**STANDARD OPERATING PROCEDURE (SOP)**

1. Random check of Commercial Goods vehicles shall be undertaken at the entry point check gate at Laxman-Nath, Jarsoda, Gisora and such other Inter-State check points as decided by Government / District Administration in NH, SH, NDRP or any other roads from time to time. Such regulation may be applicable for movement of all Inter-State vehicles.

2. The random checks are intended to ensure that these commercial vehicles are not being used for clandestine transportation of persons in violation of the lockdown order. In all such vehicles only one/two driver and one helper shall be allowed. All drivers must have valid Commercial Driving Licence with them in the vehicle.

3. Any person, other than the driver and a spare driver and helper found traveling in the commercial goods vehicle constitutes an offence under the provisions of section 51 of the Disaster Management Act, 2005 and such person shall be proceeded in accordance with law.
4. The driver and helper shall carry a valid ID Card (valid commercial Driving Licence for drivers, Aadhaar Card, Voter ID Card, Bank Passbook etc.) and shall produce the same on demand.

5. The owner of the Commercial Goods carrier may be encouraged to give a paper containing the names of the Driver and Helper of the vehicle so that the identity of the occupants of vehicle can be ascertained. This is in the interest of the Transporter as any illegal person travelling in their vehicle compounds the risk of their genuine driver and helper getting affected by the COVID-19. However, non-availability of such document shall not be treated as a shortcoming and the law enforcing authorities shall not detain/stop the movement of vehicle on these grounds.

6. Random health checkups/ thermal screening of the drivers and helpers of the commercial goods vehicles shall be conducted by the Health Department/persons trained by Health Department at the entry check points of Jamsela, Laxman Nath and such other Inter-State check points or at a location as decided by the State Government from time to time. Such random checks shall also be done in the wholesale markets of the State like Bhubaneswar, Cuttack, Sambalpur etc. by the concerned Municipal Authorities.

7. While undertaking such checks, the authorities shall ensure that such checks do not lead to any harassment of commercial goods vehicles and do not cause any traffic congestion.

Yours faithfully,

[Signature]

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

Copy forwarded to all Revenue Divisional Commissioners/ Labour Commissioner, Odisha/ all Municipal Commissioners/ all Executive Officers of Municipalities/ NACs for information and necessary action.

[Signature]

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)
From
Pradeep Jena, IAS
Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

To
The Principal Secretary to Govt., Panchayati Raj & DW Dept.
The Principal Secretary to Govt., Housing & U.D. Dept.

Sub: Procedure for Registration and Quarantine Arrangement for the people stranded in other States who intend to come to Odisha after the lockdown is over

Sir,
The State Government vide orders No.2232/R&D(M)(DM) dated 17.04.2020 and No.2235/R&D(M)(DM) dated 17.04.2020 have authorised the Gram Panchayats and the Urban Local Bodies (ULBs) to make arrangements for registration and quarantine of the people stranded in other states who intend to come to Odisha after the lockdown is over. For implementation of the same, the Government have further directed as follows:

1. Every GP and ULB will have a registration facility to facilitate return of the people intending to return to the State after the lockdown. The family members, relatives of such people will register with the facility. The person intending to return may also register directly with the concerned GP/ULB. The GP/ULB may also register the names of such people who are on getting information from appropriate sources.

2. GPs/ULBs may utilise web based solution to facilitate registration process. Panchayati Raj & DW Department may develop web application at the earliest and roll out the same both for rural and urban areas. Appropriate formats for rural and urban areas may be developed to enable people to register properly.

3. PR&DW Department will identify a nodal officer for each GP to be called as Gram Panchayat Nodal Officer (GPNW) who will facilitate registration. Similarly,
H&UD Department will identify a nodal officer for one or a cluster of wards to be known as Ward Nodal Officer (WNO). The website may contain the name and telephonic contact number of such officers for prospective applicants to contact for smooth and hassle-free registration.

4. Every quarantine person shall be stamped with date in indelible ink. Panchayati Raj & DW Department will requisition required quantity of indelible ink from Mysore facility for both the Departments.

5. Panchayati Raj & DW Deptt. will issue detailed guidelines and directions to the Sarpanches to make necessary arrangements for quarantine facility including accommodation, food, water, bathing facility, sanitation and treatment.

6. Similar instruction shall be issued by the Housing & L&O Department for making arrangements in institutional quarantine facilities.

7. Where persons are allowed home quarantine, proper sticker must be affixed on the front of the house. Such person(s) must be closely monitored to ensure that they abide by and adhere to quarantine guidelines of Health & Family Welfare Department.

8. H&UD Department may make arrangement in coordination with hotels for quarantine of people on payment by the persons who wish to availing such facility. The expenditure on such paid quarantine facility shall be borne by the person concerned who shall abide by rules, regulations and terms & conditions, if any, of the paid quarantine facility.

9. PR&DW Department and H&UD Department may make detailed arrangement for proper monitoring of the quarantined persons.

10. The expenditure on provision of temporary accommodation, food, drinking water, sanitation and medical care, etc. for the people in quarantine camps (other than home quarantine) shall be met out of State Disaster Response Fund (SDRF). Permanent nature of constructions may not be booked to SDRF.

11. Upon successful completion of quarantine period in the institutional quarantine facility, Government in respective Departments may make all arrangements for payment of incentive for which detailed guidelines may be issued in consultation with and concurrence of Finance Department, if required.

Yours faithfully,

[Signature]

Special Relief Commissioner &
Additional Chief Secretary to Govt. (Disaster Management)
From
Pradeep Jena, IAS
Special Relief Commissioner &
Principal Secretary to Government,
(Disaster Management)

To
The Principal Secretary to Government,
Panchayat Raj & DW Department/ Housing and U&D Department

Sub: Approval of unit cost for running of Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period

Ref: PR&DW Department letter No.7767/ dated 24.4.2020

Sr,
The Government has approved the following expenditure for Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period:

1. Food expenditure: Rs.120/- per Adult Per day and Rs.100/- per Child below 14 years per day for the period of 14 days from the date of report in the DM U&D.

2. Personal Hygiene Kit (for the 14 Day period): Rs.300/- per person (tooth brush, paste, tongue cleaner, soaps, oil, razor, masks, sanitary pad, mug, bottle, bucket, etc.)

3. Two bed sheets and two pillow covers may be procured for each bed (Where not available on hire or not procured out of other fund).

4. Cleaning, Sanitation, Security Cost as per actual not exceeding Rs.2000/- per day per facility.

Procurement of beds (cots and mattresses, pillows) may be made through hiring and hiring cost can be charged to SDRP. If these have to be procured, funds under other schemes of the concerned Department may be utilized.

Detailed account of persons kept in the TMC shall be maintained in a register. The data of such people shall be uploaded in the official website of the concerned District.

Details of people engaged for cleaning and maintenance of the facilities shall also be maintained for record.

This norm shall also be applicable to H & UD Dept for all URBs.

The Guidelines for Management of Temporary Medical Camps / Quarantine Centres is attached, which may be followed in letter and spirit for smooth management of the camps.

Yours faithfully,

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)
Guidelines for Management of Temporary Medical Camps / Quarantine Centres

Government has ordered the Panchayati Raj Department and Housing & Urban Development Department to maintain Medical Centres where people from outside the State on their return to their villages or towns shall be quarantined mandatorily for a period of fourteen (14) days before being allowed to go to their homes, if found otherwise fit. The task of managing these centres in turn has been assigned to Gram Panchayats (GP) & Urban Local Bodies (ULBs), who have also been instructed to register all such people intending to return to the State mandatorily. No one from outside the State shall go to their homes / houses without being subjected to and satisfactorily completing the mandatory quarantine in a place so ordered / allowed by the concerned Gram Panchayat or ULB.

It is, therefore, important that GPs/ULBs, select and prepare such number and with such bed capacity of Medical / Quarantine facilities with provision for accommodation along with facilities for both and toilets, etc. While preparing such facilities, it must be kept in mind that people who may be required to be quarantined may comprise of men, women and children and people of all ages - old to children and infants and people with sickness, physically challenged. Among women, there may be some pregnant and lactating women and adolescent girls. While organizing such facilities, needs of each of these category of people must be taken into consideration. The three sacred principles that must be kept in mind and must be followed are (a) Privacy (b) Safety and (c) Dignity. As far as Privacy is concerned separate rooms, toilets and toilets must be arranged for men and women. In case there are people from LGBT community, separate provisions should be made. Special needs of differently abled people must also be addressed. When it comes to Safety, all persons so accommodated should never have a feeling of being under threats of any kind. Safety of women and children and their security concerns need to be addressed separately. Dignity of individuals must be respected by all concerned - those managing the facilities and those who stay there. Respect for individuals - their religion, caste, and faith and beliefs must be respected. No discrimination of any sort shall be practised, promoted or tolerated.

Social distancing and personal hygiene being the only known method to break the chain of spread of COVID-19 infection from person to person, it needs to be meticulously observed especially in camps both by the inmates and service personnel. Camp manager will ensure this in letter and spirit.

The following guidelines shall be followed for smooth management of TMCs and quarantine centres.

<table>
<thead>
<tr>
<th>Camp arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A register will be maintained in the camp containing details about the people staying including information about pregnant women, infants, elderly, people with existing health condition and persons with disability.</td>
</tr>
<tr>
<td>2. There will be an information board containing the contact details of Sarpanch, GP Nodal Officer, Local Medical Officer, ASHAs, Anganwadi Worker, and ANMs.</td>
</tr>
</tbody>
</table>
3. The beds should be arranged in such a way that at least one meter distance remains between 2 beds.

4. Appropriate planning & demarcations shall be made in advance to ensure social distancing in the camp. Required disabled-friendly arrangements shall also be made, wherever required, to the extent possible.

5. Separate rooms and separate toilet arrangement to be made for men and women.

6. Separate room for LGBT members, if any, may be arranged.

7. If possible, separate room for pregnant women/ lactating mothers may be arranged.

8. Appropriate arrangements for cleaning and drying of clothes by the inmates shall be made.

9. Proper light and fan arrangement to be made. Electrical safety must be adhered to.

10. Adequate number of plug points may be provided for mobile charging.

11. Local police shall be kept informed about the location of the camp and number of people staying in it. Police may be requested to make basic security arrangement or arrange for regular and periodic visit to such camps during day as well as at night.

12. Banners/ Posters containing information on Do's and Don'ts for prevention of spread of COVID-19 and social distancing should be displayed in appropriate places in the camp.

13. The camp manager may explore possibility of arranging story telling by the local teacher or AW Worker/ Health Worker for the children to keep them engaged. Similarly, ‘Purana Pathe’ or any other activity may be organized for others.

14. Voluntary support of NGOs, CSOs and other such local organizations/individuals may be taken for organizing yoga session, painting competition for children, Antakshar, motivational talk, story telling, health care awareness discussions, etc. psycho-social counselling by trained personnel and other activities in the camp.

15. The services of trained personnel available with the District Legal Services Authority may also be utilized for above activities.
16. District Administration and camp managers may utilize the volunteers registered in the new COVID SANGRAM volunteer portal created by OSMOA.

<table>
<thead>
<tr>
<th>Items to be provided free of cost to each inmate in the camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tooth brush-1</td>
</tr>
<tr>
<td>2. Tongue cleaner-1</td>
</tr>
<tr>
<td>3. Small tooth paste-1</td>
</tr>
<tr>
<td>4. Bathing soap (50-75 gm)-1</td>
</tr>
<tr>
<td>5. Washing soap (150-200 gm)-1</td>
</tr>
<tr>
<td>6. Bucket-1</td>
</tr>
<tr>
<td>7. Plastic mug-1</td>
</tr>
<tr>
<td>8. Coconut oil bottle (50 ml)-1</td>
</tr>
<tr>
<td>9. Comb-1</td>
</tr>
<tr>
<td>10. Water bottle (1 Ltr)-1</td>
</tr>
<tr>
<td>11. Razor (disposable) -1 (for men only)</td>
</tr>
<tr>
<td>12. Mosquito repellant coil – 1 packet</td>
</tr>
<tr>
<td>13. Double layer washable face mask- 2</td>
</tr>
<tr>
<td>• Sanitary pads for the women and young girls as per requirement may be supplied from ASHA/ local WSHGs/ other local facility, as and when required.</td>
</tr>
</tbody>
</table>

**Sanitation**

1. Proper sanitation shall be maintained in the camp with minimum 3 time cleaning of common spaces.
2. Sitting, smoking and chewing of tobacco are strictly prohibited.
3. As far as possible, disposable plates are to be used for eating.
4. The used plates shall be disposed off in a pit at a safe distance and covered with soil. The place is to be disinfected with bleaching powder from time to time.
5. No one in the camp will be permitted to use personal items of others.

**Food**

1. Food should be cooked hygienically and served preferably as per the following timings:
   - Breakfast: 8.00 am to 9.00 am
   - Lunch: 11.30 noon to 1.00 pm
   - Evening tea and snacks: 5.00 pm
   - Dinner: 7.30 pm to 9.00 pm
2. Food should be palatable and meet the need of old, sick, children, pregnant and lactating women.
3. Efforts will be made by the Camp Manager to arrange chhena and any other foods such as milk, egg and biscuits for children as far as possible.
4. Potable and safe drinking water to be provided, preferably, boiled, filtered and if required, treated with halozone tablets.

<table>
<thead>
<tr>
<th>Health Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. People coming to the camp with fever and cold symptoms shall be immediately segregated from others and it shall be brought to the notice of the local medical officer for required screening and treatment.</td>
</tr>
<tr>
<td>2. Daily monitoring of health condition of all inmates shall be done by the ASHA/AWW/ANM/ health personnel.</td>
</tr>
<tr>
<td>3. Any suspected person with SARI (Severe Acute Respiratory Infection) and ILI (Influenza Like Infection) symptoms shall be immediately shifted to designated health facility.</td>
</tr>
<tr>
<td>4. All inmates will wear mask during the entire period of stay in the camp.</td>
</tr>
<tr>
<td>5. Keen attention will be given for earliest detection of diseases like measles, diarrhoea, cholera and skin diseases in the camp and immediate steps shall be taken for their treatment.</td>
</tr>
<tr>
<td>6. First Aid box and sufficient ORS packets are to be kept in the camp.</td>
</tr>
<tr>
<td>7. Special care and attention should be given to the elderly, sick and differently abled.</td>
</tr>
<tr>
<td>8. Local ASHA and Anganwadi Worker will pay regular visit to the camp to monitor the health of pregnant and lactating women and children and facilitate their special needs.</td>
</tr>
</tbody>
</table>
Letter No. 2417/RADM/OM, Date 01.05.2020

To

All Collectors
All Municipal Commissioners

The Ministry of Home Affairs, Government of India, vide order no. 403/2020-DM (OM) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourists, students and other persons stranded at different places due to the lockdown, to their home states.

Government of Odisha has put in place a robust monitoring system of the migrants, both inside and outside the State. The details of the officials designated as nodal officers for various states for necessary co-ordination are provided in annexure.

The following SOP is to be strictly followed for sending persons stranded in Odisha to their home states, by road/ rail:

1. Prior approval of the recipient State shall be obtained before departure of any train/ bus from your district/ municipal corporation.

2. For road journey by means of bus/ vans, the transit pass will be provided by you and the counterparts Collectors/ Commissioners of Municipal Corporation/ State Co-ordinator in the recipient State shall be informed with the details of passengers, destination (district & block) and their mobile numbers. One of the passengers, having a smartphone, may be designated as the Group Co-ordinator, whose mobile number may be passed on to the recipient Collector/ Municipal Commissioner/ State Co-ordinator.

3. The destination Station/ Border Check Point in the recipient State for each train/ bus/ van will be decided by the recipient State Government.

4. The returnees should be grouped block-wise/ district-wise, while boarding the buses/ vans/ trains, as far as possible, for easier logistics.
5. As required under the MHA guidelines, the passengers have to be screened for health status in your district/municipal corporation and only after proper assessment they should be cleared for travel.

6. No person/group of persons should be allowed to travel unless they have an appropriate authorisation issued by you/your designated officer.

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

Memo No. 2418/RD(DM) Date: 01-05-2020

Copy forwarded to the Private Secretary to Hon'ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture 
Production Commissioner for kind information.

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

Memo No. 2419/RD(DM) Date: 01-05-2020

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-
cum-Secretary of all Departments/ Director General of Police/ Director General of Police, 
Fire Services/Police Commissioner, Bhawanipore-Cuttack/ All Superintendents of Police 
for kind information and immediate necessary action.

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)
## Annexure: List of nodal officers of Government of Odisha

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the State</th>
<th>Name of the Nodal Officer</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Telangana</td>
<td>Dr. Yeshubala Verma, IAS</td>
<td>0674-2323952</td>
</tr>
<tr>
<td>2</td>
<td>Andhra Pradesh</td>
<td>B. Paraneravaran, IAS</td>
<td>0674-2309275</td>
</tr>
<tr>
<td>3</td>
<td>West Bengal</td>
<td>Bhaskar Jayoti Samal, IAS</td>
<td>0674-2353116</td>
</tr>
<tr>
<td>4</td>
<td>Gujarat</td>
<td>Dr. Nirmal Bhandari, IAS</td>
<td>0674-2345451</td>
</tr>
<tr>
<td>5</td>
<td>Maharashtra</td>
<td>Ramesh Prashant Patil, IAS</td>
<td>0674-2352909</td>
</tr>
<tr>
<td>6</td>
<td>Tamil Nadu</td>
<td>Chitra Anumgian, IAS</td>
<td>0674-2350531</td>
</tr>
<tr>
<td>7</td>
<td>Bihar</td>
<td>Md. Sadique Alam, IAS</td>
<td>0674-2375114</td>
</tr>
<tr>
<td>8</td>
<td>Jharkhand</td>
<td>Md. Sadique Alam, IAS</td>
<td>0674-2375314</td>
</tr>
<tr>
<td>9</td>
<td>Kerala</td>
<td>Dr. A. Mahakumar, IAS</td>
<td>0674-2355533</td>
</tr>
<tr>
<td>10</td>
<td>New Delhi &amp; NCR</td>
<td>Ravi Kari, IPS</td>
<td>0311-23512833</td>
</tr>
<tr>
<td>11</td>
<td>All other states</td>
<td>Amitabh Tripathi, IPS</td>
<td>0674-2303230</td>
</tr>
</tbody>
</table>
Letter No. 2413/R&DM, Date: 02.05.2020

To
All Collectors/All Municipal Commissioners/Commissioner of Police,
Bhubaneswar-Cuttack/All Superintendents of Police

The Ministry of Home Affairs, Government of India, vide order no. 40/3/2020-DM-I(IA) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourists, students and other persons stranded at different places due to the lockdown in their home states.

Therefore, Border Check Points (BCPs) are to be established (at the annexed locations) to regulate the movement of persons into the State by road. The following SOP is to be strictly followed for BCP operation for handling of incoming persons/vehicles:

1. Persons intending to enter into/ transit through Odisha shall be allowed entry only through one of the designated Border Check Points (BCPs).
2. Odisha Police will operate the BCPs. An officer not below the rank of an Inspector of Police, shall be in-charge of the BCP. He/She shall be assisted by other officers & staff as may be required.
3. BCP will also have an appropriate number of officials & staff from RTO/Transport Commissioner’s office to assist the Police.
4. Transport Commissioner shall provide computer, printer, data entry operators as well as UPS, Generators and other logistics support, if any, for the purpose of operating the BCP.
5. Accommodation/temporary shed, arrangements of drinking water/temporary toilets will be organised by the District Administration.
6. One Health Team with at least one Doctor/ Ayush Doctor, HVM(D), HW(D) with basic equipment will be deployed by the H&FW Deptt./CCHO to attend to medical requirements, if any
7. Passengers travelling by road, either in group or individually, shall report to BCP where their details will be checked with the pre-registration data.
8. In case any passenger/vehicle is not registered, spot registration will be done at the BCP.
9. After registration, all incoming vehicles will be provided with a vehicle pass (pre-printed by Transport Commissioner) to be given by the BCP in-charge containing required information (such as vehicle number, destination, number of passengers, route to be followed) to be affixed on the wind screen of the vehicle. The Pass will remain affixed conspicuously on the wind screen throughout the journey within Odisha.

10. The BCP will enter the required data in the appropriate module of State portal [https://convl19.odisha.gov.in/] which will indicate the number of passengers, vehicle details and destination. The module will be accessed by the District Administration for the purpose of advance preparation.

11. The passengers will be stamped with indelible ink, on the right inner forearm, indicating the entry date, by the staff of the BCP.

12. District Administrators/Municipal Corporation may arrange appropriate food packets for the returnees.

Memo No. 2426/R&DM(DM) Date: 02-05-2020

Copy forwarded to the Private Secretary to Hon’ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture Production Commissioner for kind information.

Memo No. 2426/R&DM(DM) Date: 02-05-2020

Copy forwarded to the Adm. Chief Secretary/ Principal Secretary/ Commissioner- cum-Secretary of all Departments/ Director General of Police/ Transport Commissioner/ Shri Amitabh Thakur, IPS, Special Secretary, Home Dept./ All Revenue Divisional Commissioners for kind information and necessary action.

Special Relief Commissioner &
Additional Chief Secretary to Govt.  
(Disaster Management)
Annexure: List of Border Check Points (BCPs) for movement of stranded people into Odisha

1. Biremrapur, Sundargarh
2. Churuwa, Keonjhar
3. Chandili, Koraput
4. Giridos, Ganjam
5. Janod, Mayurbhanj
6. Karktera, Jharsuguda
7. Kesada, Rayagada
8. Kharar Road, Nabarjung
9. Lawman Tal, Balasore
10. Luharcheli, Jagam
11. Motu, Malkangiri
12. Sunku, Koraput
ANNEXURE -12

National Directives for COVID-19 Management

PUBLIC PLACES

1. Wearing of face cover is compulsory in all public places.
2. All persons in charge of public places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization/ manager of public place shall allow gathering of 5 or more persons.
4. Marriages related gatherings shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
5. Funeral/ last rites related gatherings shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
6. Spitting in public places shall be punishable with fine, as may be prescribed by the State/ UT local authority.
7. Consumption of liquor, paan, gutka, tobacco etc. in public places is not allowed.
8. Shops selling liquor, paan, gutka, tobacco etc. will ensure minimum six feet distance (2 gazki doors) from each other, and also ensure that not more than 5 persons are present at one time at the shop.

WORK PLACES

9. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
10. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
11. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
12. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of hand wash and sanitizer shall be made available in the work places.
13. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
14. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
15. Use of ArogyaSetu app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
16. Large physical meetings to be avoided.
17. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.
18. Arrangements for transport facilities shall be ensured with social distancing, wherever personal/ public transport is not feasible.
19. Intensive communication and training on good hygiene practices shall be taken up.
ANNEXURE–13

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act, shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both; and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government. (1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the
Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or-withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.

If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

i) "company" means anybody corporate and includes a firm or other association of individuals; and
ii) "director", in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution. No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

a. the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other
2. SoP for passengers traveling by special trains (13-May-2020)


B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.- Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.
Government of Odisha do hereby lay down the following SOP to facilitate movement of these passengers to and from railway stations from and to their respective destinations.

**Standard Operating Protocol (SOP) for passengers travelling by Special Trains**

**Incoming Passengers:**

1. Indian Railways shall provide the passenger details with mobile phone number to the State Nodal Officer (Shri Manoj Mishra, Commissioner Rail Co-ordination & Special Secretary, Commerce & Transport Dept.) of Govt. of Odisha.

2. E&IT Department shall utilise the existing Outbound Call Centre to facilitate collection of relevant passenger information as per the list obtained from Indian Railways, segregate it District/ Municipal Corporation wise and send it to the concerned Collectors/ Municipal Commissioners.

3. The Collector/ Municipal Commissioner will accordingly make necessary arrangement to communicate relevant information to the concerned Gram Panchayat Nodal Officer (GPNO)/ Ward Nodal Officer (WNO) for ensuring compliance of home/ paid quarantine protocols.

4. District Collector/ Commissioner of Municipal Corporation of destination stations, in coordination with the Indian Railways/ Odisha Police shall set up required number of facilitation counters (preferably 1 for every 3 coaches) at the concerned Railway Stations.

5. The counters shall facilitate screening, stamping and validation of registration. The District/ Municipal Administration will deploy adequate number of health and other personnel in facilitation counters. E&IT Dept. to provide log in facilities to BMC and Balasore Collector for registration purposes.

6. Passengers shall be de-boarded in a regulated manner and directed to the facilitation counters. All passengers shall be stamped in indelible ink on their right inner forearm and thermally screened.

7. GRP/ RPF/ Odisha Police will make elaborate arrangement to maintain discipline and social distancing among passengers at the platform/ facilitation counters and will ensure that no passenger leaves without screening and stamping.

8. The symptomatic passengers will be shifted to institutional facility for quarantine and testing by District/ Municipal authorities.

9. Remaining passengers will be allowed to proceed to their homes/ paid quarantine facility on their own travel arrangement.

10. No porter service will be available in the station.

11. Movement of passengers and drivers of the vehicles from and to designated Railway Stations shall be allowed on the basis of confirmed e-ticket. Operation of cab aggregators like Ola and Uber will be allowed for the purpose. CRUT may operate limited services to and fro railway station for convenience of passengers, with valid e-ticket.

12. The GPNO/ WNO will regularly check/ monitor such returnees and ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.
13. GPNO/ WNO shall affix Home Quarantine sticker on the houses of such returnees and obtain undertaking from them. If the house is found to be unsuitable for home quarantine, GPNO/ WNO may order for institutional quarantine.

14. Outbound Call Centre shall monitor the passengers in paid quarantine through phone calls to ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.

15. In case, the person manifests any symptom during home quarantine, he/ she shall inform 104 Helpline and thereafter, if necessary, he/ she will be transferred to the Covid Care Centre/ Covid-19 Hospital and further steps shall be taken as per protocols prescribed by H&FW Department.

16. In case of violation of the home quarantine guidelines and norms of social distancing, the GPNO/ WNO shall report the matter to the Collector/ Municipal Commissioner for initiating necessary legal action against the person concerned.

**Outgoing Passengers:**

1. The movement of passengers as well as driver of the vehicle transporting the passengers to and fro the railway station shall be allowed on the basis of the confirmed e-ticket.

2. Indian Railways/ GRP/ RPF shall make necessary arrangements to ensure that only passengers with confirmed e-tickets shall be allowed to enter railway stations.

3. Indian Railways shall ensure that:
   a. All passengers shall be compulsorily screened and only asymptomatic passengers are allowed to enter/ board the train.
   b. The symptomatic passengers will be shifted to institutional facility for testing and quarantine.
   c. All passengers shall be provided with hand sanitizer at entry points in the station and in coaches.
   d. All passengers shall wear face covers/ masks at entry and during travel.

4. Indian Railways/ GRP/ RPF/ Odisha Police shall ensure that all passengers observe social distancing during boarding and travel.

**General:**

1. GRP/ RPF/ Odisha Police shall ensure adequate deployment at intermittent stations to avoid de-boarding of passengers travelling by the special trains

2. Entry to Railway Stations shall be restricted only to passengers with valid e-ticket, authorised personnel of Indian Railways, District/ Municipal Administration, GRP/ RPF/ Odisha Police on duty.

3. Commissioner, Bhubaneswar Municipal Corporation and District Collector, Balasore will nominate one nodal officer each for Bhubaneswar and Balasore station respectively, for liaising with Railway and other officials
3. SoP for return of people of Odisha from Foreign countries (13-May-2020)


Government of Odisha do hereby lay down the following SOP to facilitate movement of these passengers to and from railway stations from and to their respective destinations.

**SOP for facilitating Return of people to Odisha from Foreign Countries**

**Incoming Passengers:**

17. Indian Railways shall provide the passenger details with mobile phone number to the State Nodal Officer (Shri Manoj Mishra, Commissioner Rail Co-ordination & Special Secretary, Commerce & Transport Dept.) of Govt. of Odisha.

18. E&IT Department shall utilise the existing Outbound Call Centre to facilitate collection of relevant passenger information as per the list obtained from Indian Railways, segregate it District/ Municipal Corporation wise and send it to the concerned Collectors/ Municipal Commissioners.

19. The Collector/ Municipal Commissioner will accordingly make necessary arrangement to communicate relevant information to the concerned Gram Panchayat Nodal Officer (GPNO)/ Ward Nodal Officer (WNO) for ensuring compliance of home/ paid quarantine protocols.

20. District Collector/ Commissioner of Municipal Corporation of destination stations, in coordination with the Indian Railways/ Odisha Police shall set up required number of facilitation counters (preferably 1 for every 3 coaches) at the concerned Railway Stations.

21. The counters shall facilitate screening, stamping and validation of registration. The District/ Municipal Administration will deploy adequate number of health and other personnel in facilitation counters. E&IT Dept. to provide log in facilities to BMC and Balasore Collector for registration purposes.

22. Passengers shall be de-boarded in a regulated manner and directed to the facilitation counters. All passengers shall be stamped in indelible ink on their right inner forearm and thermally screened.

23. GRP/ RPF/ Odisha Police will make elaborate arrangement to maintain discipline and social distancing among passengers at the platform/ facilitation counters and will ensure that no passenger leaves without screening and stamping.

24. The symptomatic passengers will be shifted to institutional facility for quarantine and testing by District/ Municipal authorities.

25. Remaining passengers will be allowed to proceed to their homes/ paid quarantine facility on their own travel arrangement.

26. No porter service will be available in the station.
27. Movement of passengers and drivers of the vehicles from and to designated Railway Stations shall be allowed on the basis of confirmed e-ticket. Operation of cab aggregators like Ola and Uber will be allowed for the purpose. CRUT may operate limited services to and fro railway station for convenience of passengers, with valid e-ticket.

28. The GPNO/ WNO will regularly check/ monitor such returnees and ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.

29. GPNO/ WNO shall affix Home Quarantine sticker on the houses of such returnees and obtain undertaking from them. If the house is found to be unsuitable for home quarantine, GPNO/ WNO may order for institutional quarantine.

30. Outbound Call Centre shall monitor the passengers in paid quarantine through phone calls to ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.

31. In case, the person manifests any symptom during home quarantine, he/ she shall inform 104 Helpline and thereafter, if necessary, he/ she will be transferred to the Covid Care Centre/ Covid-19 Hospital and further steps shall be taken as per protocols prescribed by H&FW Department.

32. In case of violation of the home quarantine guidelines and norms of social distancing, the GPNO/ WNO shall report the matter to the Collector/ Municipal Commissioner for initiating necessary legal action against the person concerned.

**Outgoing Passengers:**

5. The movement of passengers as well as driver of the vehicle transporting the passengers to and fro the railway station shall be allowed on the basis of the confirmed e-ticket.

6. Indian Railways/ GRP/ RPF shall make necessary arrangements to ensure that only passengers with confirmed e-tickets shall be allowed to enter railway stations.

7. Indian Railways shall ensure that:
   a. All passengers shall be compulsorily screened and only asymptomatic passengers are allowed to enter/ board the train.
   b. The symptomatic passengers will be shifted to institutional facility for testing and quarantine.
   c. All passengers shall be provided with hand sanitizer at entry points in the station and in coaches.
   d. All passengers shall wear face covers/ masks at entry and during travel.

8. Indian Railways/ GRP/ RPF/ Odisha Police shall ensure that all passengers observe social distancing during boarding and travel.

**General:**
4. GRP/ RPF/ Odisha Police shall ensure adequate deployment at intermittent stations to avoid de-boarding of passengers travelling by the special trains

5. Entry to Railway Stations shall be restricted only to passengers with valid e-ticket, authorised personnel of Indian Railways, District/ Municipal Administration, GRP/ RPF/ Odisha Police on duty.

6. Commissioner, Bhubaneswar Municipal Corporation and District Collector, Balasore will nominate one nodal officer each for Bhubaneswar and Balasore station respectively, for liaising with Railway and other officials

4. Protocol for transport of returnees from BCPs to destination district(s) (06-May-2020)

Letter to All Collectors, All Municipal Commissioners, Commissioner of Police, Bhubaneswar-Cuttack, All Superintendents of Police

“It has come to the notice of the Government that in a number of cases, returnees have alighted from the buses, enroute their destination district. This poses a grave risk to public health and safety.

It is therefore instructed that no bus/ vehicle be allowed to board/ alight any returnee enroute from the SCP to the destination district(s). In case of any violation, the vehicle and the driver must be detained for further investigation and action be taken against them as per law.

Further, to the extent possible, it may be ensured that buses are sent in a convoy with police escort.”

5. Revised SOP for Border Check Point (BCP) Operations (06-May-2020)

Letter to Transport Commissioner, All Collectors, All Municipal Commissioners, Commissioner of Police, Bhubaneswar-Cuttack, All Superintendents of Police

“Sub: Revised SOP for Border Check Point (BCP) Operations

It has been observed that registration of returnees to Odisha travelling in buses, who have not pre-registered, is at times causing congestion at the BCPs. Therefore, registration of individual returnees at the BCP may not be insisted upon. However, the registration of the vehicle with details of driver (name, driving license no.), no. of passengers and destination district(s) is absolutely necessary.

Vehicle entry pass, as per the prescribed format, will be printed in duplicate. First copy will be affixed on the windscreen of the vehicle and second copy will be handed over to the driver with an instruction to report to the destination district reception centre.

All passengers shall be stamped on their right inner forearm, as per the order of SRC No. 2436/ R&DM(DM) dated 02.05.2020 at the BCP.

The reception centre at the destination district will verify the no. of people arrived vs. the details in the second copy of the vehicle entry pass provided by the driver. In case of any discrepancy in the number of people, the vehicle and the driver shall be detained for further investigation and action shall be taken as per law”
6. Letter - SOP for BCPs (04-May-2020)

Letter to Transport Commissioner, All Collectors, All Municipal Commissioners, Commissioner of Police, Bhubaneswar-Cuttack, All Superintendents of Police

“Sub: SOP for Border Check Point (BCP) Operations

Govt. of Odisha has issued advisory for all persons stranded in other States and wanting to return to Odisha to mandatorily register on the state portal (https://covid19.odisha.gov.in/). Additionally, details of vehicle to be used for returning is to be uploaded on the vehicle module of the portal and a pass from the local authority must be obtained before embarking on the travel to Odisha.

In continuation of the letter no. 2423/R&DM(DM) dated 02.05.2020, the following SOP for BCP operations are to be strictly followed:

1. As soon as a vehicle from outside the State approaches the BCP, Police will verify the entry pass, prior to arriving at the BCP.  
   (Responsibility: Police)
2. Vehicles without movement pass from the origin state will be detained outside the BCP. Vehicle(s) with valid movement pass will be brought to the holding area for verification of registration of individual returnees.  
   (Responsibility: Police)
3. RTO staff will verify if all the returnees are registered on COVID-19 portal. Unregistered returnees will be manually registered on portal/excel sheet.  
   (Responsibility: RTO)
4. The registration details of the vehicle will be fetched from the vehicle module. If it is not pre-registered, it will be registered on the spot.  
   (Responsibility: RTO)
5. After registration, the passengers shall be stamped on their right inner forearm, as per the order of SRC No. 2436/ R&DM(OM) dated 02.05.2020, and allowed to board their bus.  
   (Responsibility: RTO)
6. Vehicle entry pass, as per the prescribed format, will be printed and affixed on the windscreen of the vehicle.  
   (Responsibility: RTO)
7. The Collector/SP/DCP of the destination district will fetch the vehicle information from the state portal. In case of unavailability of internet, BCP in-charge will telephonically intimate the Collector/SP/DCP of the destination district about the vehicle and its departure time.  
   (Responsibility: Police)
8. No vehicle will be allowed to leave the BCP for the destination district without the vehicle entry pass.  
   (Responsibility: Police)

District Collector will provide required manpower for stamping at the disposal of RTO. Throughout the entire process, social distancing norms must be rigorously followed. The Staff at the BCP must use masks and hand sanitizers. District Health authorities shall endeavor to periodically sanitize the BCP area.
7. Revised guidelines for issue of permissions for inter-state movement (03-May-2020)

Letter from Principal Secretary to Government to The Commissioner of Police, Bhubaneswar-
Cuttack, All Collectors

Sub: Permission of Inter-State Travel Pass.

Ref No.16248/C dated, 03.05.2020.

Sir,

In supersession of the instructions communicated vide the letter cited above, please find enclosed revised guidelines for issue of permission for Inter-State Travel of persons stranded at different places. Your are requested to follow the said guidelines scrupulously for issue of necessary permission for Inter-State movement of persons stranded at various places.
Guidelines for issue of permissions for inter-state movement

The Government of Odisha has issued guidelines to restrict the movement of persons during nationwide lockdown to contain the spread of COVID-19 pandemic. In the wake of lockdown, a number of requests are being received from people to allow them either to go outside the State or to come to Odisha due to various reasons.

In the background of various requests received, it is decided that:

I. TRAVEL OUT OF ODISHA

a. Movement outside Odisha of individuals for medical reasons or for essential activities will be allowed by Sub Collector/Tahasildar/DCP, Police Commissionerate, Bhubaneswar-Cuttack after due examination.
b. In case the applicant is allowed to travel outside Odisha, a copy of the inter-State pass, so issued, will be sent by email to District Magistrate in the concerned State. Format of the Vehicle Pass is attached.

II. TRAVEL INTO ODISHA

a. An applicant wishing to travel into Odisha will have to register himself/herself on the Government of Odisha portal https://covid19.odisha.gov.in created for this purpose.
b. S/he will then apply to District Magistrate/Police Commissioner/Authorised Officer of the district where s/he is stranded who will issue the pass. A copy of the pass so issued would be sent to the District Magistrate of destination district in Odisha. The registration number on the portal https://covid19.odisha.gov.in will be verified at the border check point (BCP) while entering Odisha.

c. After reaching his/her destination in Odisha, he/she would undergo a mandatory home quarantine for 14 days along with companion/s if any.
d. All those undertaking such travel will use masks and observe social distancing guidelines scrupulously
Govt of Odisha
Office of District Collector

VEHICLE PASS

DATE: __________/2020

SI. NO. :-
NAME OF VEHICLE OWNER :-
OWNER MOBILE NO. :-
DRIVER NAME :-
DRIVER MOBILE NO. :-
VEHICLE REG. NO. :-
VEHICLE TYPE :-
SEATING CAPACITY :-

PROPOSED DATE AND TIME OF DEPARTURE :-

This Pass is issued only for movement of the vehicle from _______ District of Odisha to State _______ Dist. _______ Tahasil _______ Village _______

For Single Trip Only.
The list of passengers is attached.

AUTHORIZED OFFICER
______________DISTRICT
Tel No.

Copy to: Collector of the receiving district (over email)
LIST OF PASSENGERS

<table>
<thead>
<tr>
<th>SI No</th>
<th>Name of Passenger</th>
<th>Mobile Number</th>
<th>Native District</th>
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AUTHORISED OFFICER

..................DISTRICT

For the week starting from 4th May, the Districts/Municipal Corporations are classified as follows based on the guidelines formulated by Ministry of Health & Family Welfare, Government of India.

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<th>Red Category</th>
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<td>Angul</td>
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<td>Balasore</td>
<td>Sundergarh</td>
<td>Bargarh</td>
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Letter from Joint Secretary to Government (Disaster Management) to All Collectors

“In inviting a reference to this Department Letter No. 2155/R&DM(DM) dt 13..04. 2020 and 2396/R&DM(DM) dt. 30.04.2020, I am directed to say that it was instructed for provision of food to all sick, indigent, destitute persons and migrant workers stranded due to lockdown and other people in distress in the wake of COVID-19 till 03.05.2020. In the meantime, the lockdown has been extended upto 17th May, 2020 vide this Department Letter No. 2444/ R&DM(DM) dt. 03.05.2020.

It is, therefore, requested to continue with the arrangement of providing food to all sick indigent, destitute persons stranded migrants worker other people in distress till the lockdown period is over.”
10. **CS Order - SOP for movement of persons stranded in Odisha (02-May-2020)**

Shri S.C. Mohapatra, IAS, Development Commissioner-cum-Additional Chief Secretary (0674-2536882, 2322617, deplg@nic.in) would head the overall state response on return of persons stranded in Odisha to their home states. It is desired that the State must proactively facilitate and support the return of the stranded persons with a humane approach. The standard operating procedure (SOP) for the same is given below:

**Migrant Labourers**

1. Shri N Thirumala Naik, IAS, Labour Commissioner, Odisha (0674-2390624 labcom.orissa@gmail.com) is designated as the State Nodal Officer. He will facilitate movement of workers stranded in Odisha to their home States.
2. The State Nodal Officer will co-ordinate with the counterpart in the receiving State.
3. If a person or group of such persons intend to move to their State from Odisha in vehicle arranged by them, they may be advised to contact State Helpline No. 1800 34567 03 (Labour & ESI Dept.) or WhatsApp on 7008110717 or the respective District Labour Officer.
4. State Nodal Officer shall co-ordinate with the District Collector/ Municipal Commissioner for screening of such workers and issuing authorisation/ vehicle pass to asymptomatic persons.
5. District Collector/ Municipal Commissioner will then intimate the vehicle details, passenger details and date/ time of journey with route chart to the Labour Commissioner-cum-State Nodal Officer who will inform the receiving State for further necessary arrangements.

**Other Persons**

6. Principal Secretary, Home Department (0674-2531515, homesc.od@nic.in), will be responsible for implementation of a decentralised system for issue of passes through district municipal administration. He shall also finalise a standard format for the passes.
7. Stranded persons may apply to the respective District Collectors/ Superintendents of Police/ Municipal Commissioners/ Police Commissioner for permission to travel, giving their details including destination state/ district.
8. District Collectors/ Superintendents of Police/ Municipal Commissioners/ Police Commissioner shall, on receipt of an application, issue appropriate pass, with intimation to Home Department, Govt. of Odisha and the counterpart District Authority in the destination State.
11. SRC Order for stamping of quarantines (02-May-2020)

Government of Odisha
Office of Special Relief Commissioner

No. 2436/ R&DM(DM) Date: 02.05.2020

ORDER

It is hereby ordered to stamp all returnees to the state with indelible ink on right inner forearm at the Border Check Points/ Receiving Stations/ Temporary Medical Centres/ Designated Quarantine Centres. The following Stamp design, mentioning the date of arrival, shall be used.

[Stamp design with text]

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

Memo No. 2437/ R&DM(DM) Date: 02-05-2020

Copy forwarded to the Private Secretary to Hon’ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture Production Commissioner for kind information.

[Signature]

Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

Scanned with CamScanner
12. **SRC Letter to All Collectors and SpS on BCP (02-May-2020)**

**Letter to All Collectors/ All Municipal Commissioners/Commissioner of Police, Bhubaneswar-Cuttack/ All Superintendents of Police**

The Ministry of Home Affairs, Government of India, vide order no. 40-3/2020- DM-I 9A) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourist, students and other persons stranded at different places due to the lockdown, to their home states.

Therefore, **Border Check Points (BCPs)** are to be established (at the annexed locations) to regulate the movement of persons into the State by road. The following SOP is to be strictly followed for BCP operation for handling of incoming persons/vehicles:

1. Persons intending to enter into/ transit through Odisha shall be allowed entry only through one of the designated Border Check Points (BCPs)

2. Odisha Police will operate the BCPs. An officer not below the rank of an Inspector of Police, shall be in-charge of the BCP. He/ She shall be assisted by other officers & staff as may be required

3. BCP will also have an appropriate number of officials & staff from RTO/ Transport Commissioner's office to assist the Police

4. Transport Commissioner shall provide computer, printer, data entry operators as well as UPS, Generators and other logistics support, if any, for the purpose of operating the BCP

5. Accommodation/ temporary shed, arrangements of drinking water / temporary toilets will be organised by the District Administration

6. One Health Team with at least one Doctor/ Ayush Doctor, HW( M), HW(F) with basic equipment will be deployed by the H&FW Dept./ COMO to attend to medical requirements, if any

7. Passengers travelling by road, either in group or individually, shall report to BCP where their details will be checked with the pre-registration data

8. In case any passenger/ vehicle is not registered, spot registration will be done at the BCP

9. After registration, all incoming vehicles will be provided with a vehicle pass (pre-printed by Transport Commissioner) to be given by the BCP in-charge containing required information (such as vehicle number, destination, number of passengers, route to be followed) to be affixed on the wind screen of the vehicle. The Pass will remain affixed conspicuously on the wind screen throughout the journey within Odisha

10. The BCP will enter the required data in the appropriate module of State portal (https://covid19.odisha.gov.in/) which will indicate the number of passenger, vehicle details and destination. The module will be accessed by the District Administration for the purpose of advance preparation.

11. The passengers will be stamped with indelible ink, on the right inner forearm, indicating the entry date, by the staff of the BCP.
12. District Administration/ Municipal Corporation may arrange appropriate food packets for the returnees.

13. **Movement of stranded Odias in other states (01-May-2020)**

ORDER


AND WHEREAS, the Government of Odisha in Revenue and Disaster Management (Disaster Management) Department vide its Order No.2214/R&DM (OM) dated 17.04.2020, No.2226, 2229, 2232 & 2235 dt.19.04.2020, No.2274 & 2277 dt.22.04.2020, No. 2286, 2289 & 2294 dt.23.04.2020, No. 2299 dt.25.04.2020, No.2375 & 2378 dt.29.04.2020 has issued consolidated revised stipulations for the lockdown period;

AND WHEREAS, due to lockdown, migrant workers, pilgrims, tourists, students and other persons are stranded at different places who intend to come to the State;

NOW THEREFORE, with a view to facilitating smooth movement of such persons, the following stipulations are laid down:

1. Persons who are intending to return to Odisha (hereinafter called returnees) are mandatorily required to pre-register themselves in the web portal specially created by the State Government for the purpose (covid19.odisha.gov.in). The pre-registration includes furnishing of details of vehicle and names of passengers in the portal.

2. Such returnees shall undergo a mandatory period of quarantine of 14 days or duration as decided by Health authorities.

3. The returnees shall be allowed to enter the State only through designate Border Check Points (BCPs) and not through any other route.

4. The Government has designated a State Coordinator, who shall coordinate with other states regarding inter-state movement of stranded persons.

5. For the purpose of road journey, the registration status of the returnees shall be checked at the BCP. Further, the returnees will be stamped with indelible ink on the right inner forearm with date of entry. The BCP Authority shall affix a transit pass on the windscreen of the vehicle specifying the destination and the route, which shall serve as a permit.

6. The details of the returnees and vehicle shall be shared with the destination districts for information and necessary action.

7. The destination district shall make advance plan for receiving the returnee and directing them to the respective Quarantine Authorities.

8. The Commissioner of Municipal Corporation / Executive Officer of Municipality/NAC shall designate Quarantine Authority in respect of Urban area, whereas for the rural areas, the Sarpanch of the respective GP will be the Quarantine Authority.
9. The respective Quarantine Authority, with assistance of local health authorities, shall screen and make assessment of the health status of the returnees, as per the protocols notified by H&FW Dept., and accordingly decide the method and duration of quarantine.

10. For urban areas, Home Quarantine is the preferred option. Wherever home quarantine is not feasible, the returnee will be quarantined in an Institutional Quarantine Facility arranged by the ULB.

11. Returnee may also opt for paid quarantine in a hotel/ lodge identified for the purpose by the Quarantine Authority. The expenditure for such paid quarantine shall be borne by the returnee.

12. Institutional Quarantine will be the preferred option for rural areas. The Quarantine Authority for the rural areas will however, in case of pregnant and lactating women/ children/ students/ professionals/ transgenders and physically & mentally challenged, allow home quarantine. Wherever it's not feasible, such categories of returnees will be provided with special facilities. The mode/ duration of quarantine/ isolation at the institutional/ home facilities will be guided by protocols of MoHFW, Govt. of India. The returnees will be further subjected to regular surveillance/ health examination as per protocol devised by H&FW Dept., Govt. of Odisha, as annexed at Annexure 1.

13. Quarantine sticker shall be affixed on the residence of the returnee in home quarantine. Those allowed Home/ Paid Quarantine shall be monitored strictly by the concerned Quarantine Authority on a daily basis, as per laid down protocol.

14. During the period of quarantine, returnees shall strictly abide by directions/ instructions/ conditions of the concerned Quarantine Authority. Any violation of such conditions shall lead to prosecution under Disaster Management Act, 2005, Epidemic Disease Act, 1897 amended from time to time, or any other relevant law.

15. Panchayati Raj & DW Department and Housing & UD Department shall be the administrative Department in respect of Institutional Quarantine facilities, for rural and urban areas respectively.

16. The quarantines at institutional facilities may be considered for a financial incentive of Rs. 2,000/- upon successful completion of the quarantine period, as per the mandated protocol.

17. Returnees from outside the State, travelling by road, shall be allowed to enter the State only through the following Border Check Points:
   
   i. Biramitrapur, Sundergarh
   ii. Champua, Keonjhar
   iii. Chandili, Koraput
   iv. Girisola, Ganjam
   v. Jamsola, Mayurbhanj
   vi. Kerada, Rayagada
   vii. Khariar Road, Nuapada
viii. Laxman Nath, Balasore
ix. Luharchati, Bargarh
x. Motu, Malkanagiri
xi. Sunki, Koraput

The MHA Order dated 29.04.2020 mandates pre-screening of the returnees before boarding the State(s) of origin and mandatory sanitization of the means of transport and strict adherence to social distancing norms in seating. The State Coordinators appointed by Government of Odisha, vide GA&PG Department order no. 36/CS dated 28th March, 2020, will actively engage with their counterparts in the States of Origin, in consonance with MHA guidelines.

State Control Room (0674-2392115) under the Home Department will operate to facilitate travel of the returnees.

14. SRC letter to all collectors and municipal commissioners (01-May-2020)

The Ministry of Home Affairs, Government of India, vide order no. 40-3/2020- DM-I 9A) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourist, students and other persons stranded at different places due to the lockdown, to their home states.

Government of Odisha has put in place a robust monitoring system of the migrants, both inside and outside the State. The details of the officers designated as nodal officers for various states for necessary co-ordination are provided in annexure.

The following SOP is to be strictly followed for sending persons stranded in Odisha to their home states, by road/ rail:

1. Prior approval of recipients State shall be obtained before departure of any train/ bus from your district/ municipal corporation
2. For road journey by means of bus/ vans, the transit pass will be provided by you and the counterpart Collectors/ Commissioners of Municipal Corporation/ State Coordinator in the recipient State shall be informed with the details of passengers, destination (district & block) and their mobile numbers. One of the passengers, having a smartphone, may be designated as the Group Co-ordinator, whose mobile number may be passed on to the recipients Collector/ Municipal Commissioner/ State Co-ordinator
3. The destination Station/ Border Check Point in the recipient State for each train/ bus/ van will be decided by recipient State Government
4. The returnees should be grouped Block-wise/ District-wise, while boarding the buses/ vans/ trains, as far as possible, for easier logistic.
5. As required under the MHA guidelines, the passenger have to be screened for health status in your district/municipal corporation and only after proper assessment they should be cleared for travel.
6. No person/group of persons should be allowed to travel unless they have an appropriate authorization issued by you/your designated officer
15. Relaxation for industrial units (29-Apr-2020)

ORDER

WHEREAS, Government in Revenue and Disaster Management (Disaster Management) Department vide its Order No.2214/R&DM(DM) dated 17.04.2020 has allowed commencement of industrial operations during the lockdown period with applicable conditions;

AND WHEREAS, the activities in different industries have commenced;

AND WHEREAS, industrial units are facing difficulties in movement of their personnel to and from their homes to industrial units as well as to Government offices in connection with their work;

NOW THEREFORE, with a view to easing the difficulties faced by industrial units in movement of their personnel from their home to industrial units/ Government offices and back, the Government lay down the following stipulations:

1. The Collector/ Municipal Commissioner shall allow operations of the corporate offices located in the district headquarters/ other locations in the district on application submitted by the corporate/ industrial units which have been permitted to operate during the lockdown period:

2. The Head of the industrial unit/ corporate office shall convey to the Collector/ Municipal Commissioner the number of personnel (up to 30% of staff strength) as well as the number of vehicles required.

3. Two wheeler is allowed only with the rider and no pillion rider. Car is allowed with driver plus one passenger in the back seat.

4. The Collectors/ Municipal Commissioners are authorised to issue passes for inter- district movement of personnel of such offices/ industrial units.

16. Relaxation for contractors (29-Apr-2020)

ORDER

WHEREAS, Government in Revenue and Disaster Management (Disaster Management) Department vide its Order No.2214/R&DM(DM) dated 17.04.2020 has allowed commencement of industrial operations during the lockdown period with applicable conditions;

AND WHEREAS, the activities in different industries have commenced;

AND WHEREAS, contractor/construction agencies are facing difficulties in movement of their personnel to and from their corporate offices as well as work sites;

NOW THEREFORE, with a view to easing the difficulties faced by contractor/construction agencies in movement of their personnel to and from their corporate offices/work sites, the Government lay down the following stipulations:

1. The Collector/ Municipal Commissioner shall allow operations of the offices of the Contractors/Construction agencies at district headquarters/ other places and worksites in the
district on recommendation of the executive Engineers of work divisions, during the lockdown period.

2. Such offices located in the containment zones shall not operate.

3. The Contractor/ Head of the agency shall convey to the Collector/ Municipal Commissioner the number of personnel (up to 50% of staff strength) as well as the number of vehicles required.

4. Letter of the Executive Engineer of the concerned Division to contractors/ construction agencies should be treated as valid document to allow travel of their personnel from homes to office/ work sites and to Government offices only for their professional requirement.

5. Two wheeler is allowed only with the rider and no pillion rider. Car is allowed with driver plus one passenger in the back seat.

6. The Collectors/ Municipal Commissioners are authorised to issue passes for inter-district movement of personnel of such offices/ industrial units.

17. COVID-19 management related task for COVID observers (29-Apr-2020)

Letter to All Collectors

“The Government in General Administration & P.G. Department vide office order No.10638/AIS dt.28.04.2020 have assigned a few districts to senior officers as observers to supervise and monitor COVID-19 related activities as well as other activities of the districts allotted to them in re-starting economic activities in full speed, while ensuring that the virus spread is checked.

The observers would advise the districts in developing an impactful monitoring and supervision system to effectively check the disease spread while opening of all economic activities by following the appropriate guidelines, advisories and SoPs issued by Government of India and the State Government from time to time. The Observers may undertake physical visit to the allotted districts at least once in a fortnight and make detailed review and assessment of the situation. The Observers shall guide the District Administration in management of COVID-19 outbreak. The District Collectors shall report to the Observer on any significant issue in their district, on a daily basis. The Observers shall co-ordinate with various Departments/ Agencies at State level in resolving issues related to the allotted districts, if any. The COVID observers shall regularly review the performance of the district in respect of the following:

- Handling the Quarantine Facility at GP/ Urban Local Body level and the testing as per H&FW Dept. protocols. The TMCs at GP level must maintain desired hygiene, sanitation and social distancing with necessary discipline and security arrangement impeding any infiltration into villages.
- Management of COVID-19 hospitals including COVID care centres at Block level.
- Mobilisation and deployment of health professionals and workers and their training for COVID-19.
- Implementation of containment strategy including testing, contact tracing and isolation.
- Supply of essential commodities and other entitlements, including PDS, MDM/ SNP, cash allowances etc.
- Functioning of markets - enforcing of social distancing.
- Opening up of economic activities:
  - Wage employment programmes
  - Re-starting of Govt. works and private construction
  - Re-opening of industries/ mining activities
- Movement of labourers - intra state and inter-district
- Agriculture and allied sector operations
  - Rabi harvest and procurement operations
  - Movement of horticultural produce
  - Crop loan activities
  - Fisheries and Animal husbandry activities
- Smooth movement of goods, especially truck movement (co-ordination with transport associations).
- Planning requirement of volunteers.”


WHEREAS, with a view to ensuring strict social distancing and isolation to contain the spread of COVID-19 pandemic, the Government of Odisha in Revenue & Disaster Management (Disaster Management) Department, vide Orders No.2135/R&DM(DM) dated 9th April, 2020, has extended the lockdown in the entire State of Odisha until Midnight of 30th of April, 2020;

AND WHEREAS, in supersession of the previous stipulations/ instructions/ exceptions, the Government in Revenue & Disaster Management (Disaster Management) Department, vide Order No.2149/ R&DM(DM) dated 13th April, 2020 has laid down revised stipulations/ instructions/ exceptions;

AND WHEREAS, in exercise of the powers conferred under section 10(2)(1) of the Disaster Management Act, 2005, the National Executive Committee has issued Orders No.40-3/ 2020-DM-I (A) dated 14 April, 2020 that the lockdown measures stipulated in the consolidated guidelines of Ministry of Home Affairs for containment of COVID-19 epidemic in the country will continue to remain in force up to 3rd May, 2020, to contain the spread of COVID-19 in the country;

AND WHEREAS, the National Executive Committee, in exercise of the powers conferred under section 10 (2) (I) of the Disaster Management Act, 2005, has issued consolidated revised guidelines vide Orders No. 40-3/2020-DM-I(A) dt. 15.04.2020 and No.40-3/2020-DM-I(A) dt. 16.04.2020 to come into effect for strict implementation;

Now, therefore, the State Government, in supersession of all the earlier orders, do hereby extend the lock down in the entire State of Odisha until midnight of 3rd May, 2020 and lay down the following consolidated revised stipulations:

1. With the extension of the lockdown period, the following activities will continue to remain prohibited until midnight of 3rd May, 2020:
   i. All domestic and international air travel of passengers, except for purposes enumerated in para 2(ix), and for security purposes.
   ii. All passenger movement by trains, except for security purposes.
   iii. Buses for public transport.
iv. Inter-district and inter-State movement of individuals except for medical reasons or for activities permitted under these guidelines.

v. All educational, training, coaching institutions, etc.

vi. All industrial and commercial activities other than those specifically permitted under these guidelines.

vii. Hospitality services other than those specifically permitted under these guidelines.

viii. Taxis (including auto rickshaws and cycle rickshaws) and services of cab aggregators (excluding cabs specially permitted for travel of patients and medical personnel to and from hospitals).

ix. All cinema halls, malls, **market complexes within the limits of municipal corporations and municipalities**, gymnasiums, sports complexes, swimming pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places.

x. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings.

xi. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

xii. In case of funerals, congregation of more than twenty persons will not be permitted.

The following activities are allowed with effect from 20th April, 2020, subject to standard operating procedure for social distancing, issued by Government:

2. **All health services (including AYUSH) such as:**
   i. Hospitals, nursing homes, clinics, telemedicine facilities.
   ii. Dispensaries, chemists, pharmacies, all kinds of medicine shops including Jan Aushadhi Kendras and medical equipment shops.
   iii. Medical laboratories and collection centres.
   iv. Pharmaceutical and medical research labs, institutions carrying out COVID-19 related research.
   v. Veterinary Hospitals, dispensaries, clinics, pathology labs, sale and supply of vaccine and medicine.
   vi. Authorized private establishments, which support the provisioning of essential services, or efforts for containment of COVID-19, including home care providers, diagnostics, supply chain firms serving hospitals.
   vii. Manufacturing units of drugs, pharmaceuticals, medical devices, medical oxygen, their packaging material, raw material and intermediates.
   viii. Construction of medical/ health infrastructure including manufacture of ambulances.
   ix. Movement (inter and intra State, including by air) of all medical and veterinary personnel, scientists, nurses, para-medical staff, lab technicians, mid-wives and other hospital support services, including ambulances.

3. **Financial Sector: following to remain functional:**
   i. Reserve Bank of India (RBI) and RBI regulated financial markets and entities like NPCI, CCIL, payment system operators and standalone primary dealers.
      a. Bank branches and ATMs, IT vendors for banking operations, Banking Correspondents (BCs), ATM operation and cash management agencies.
      b. Bank branches be allowed to work as per normal working hours till disbursal of DBT cash transfers is complete.
   ii. Local administration to provide adequate security personnel at bank branches and BCs to maintain social distancing, law and order and staggering of account holders.
iii. SEBI, and capital and debt market services as notified by the Securities and Exchange Board of India (SEBI).
iv. IRDAI and Insurance companies.
v. Non-Banking Financial Institutions (NBFCs) including Housing Finance Company (HFCs) and Micro Finance Institutions (NBFC-MFIs) with bare minimum staff.
vi. Co-operative Credit Societies.

4. **Public utilities:**
i. Operations of Oil and Gas sector, including refining, transportation, distribution, storage and retail of products, e.g., petrol, diesel, kerosene, CNG, LPG, PNG etc.
ii. Generation, transmission and distribution of power at State level.
iii. Postal services, including post offices.
iv. Operations of utilities in water, sanitation and waste management sectors, at municipal/local body levels in State.
v. Operation of utilities providing telecommunications and internet services including recharge facilities for prepaid mobile connection.

5. **Commercial and private establishments, as listed below:**
i. Shops, including ration shops (under PDS), dealing with food, groceries, fruits and vegetables, dairy and milk booths, meat and fish, animal feed & fodder, seeds, fertilizers and pesticides including their transportation, warehousing and related activities. However, district authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.
   
   **Explanation:** Food and grocery shall mean all items of food and grocery that are usually consumed by people on day to day basis and include, among others, hygiene products such as hand washes, soaps, disinfectants, body wash, shampoos, surface cleaners, detergents, tissue papers, toothpaste, oral care, sanitary pads, diapers, charger and battery cells, etc.

   ii. Take away and home delivery restaurants including dhabas.

   iii. Home delivery by operators/ online delivery of essential goods services & courier services such as Amazon, Flipkart, Blue Dart, DTDC, Big Basket, Grofers, Urban Clap, Zomato, Myntra, Swiggy, KFC, Pizza Hut, Dominos, Uber Eats, etc.

   iv. Home Delivery of all essential goods through E-commerce/ online platforms.

   v. Retailers of food & grocery items such as Big Bazaar, Reliance Fresh, OMFED, OPOLFED, Chilika Fresh, Spencers, etc. They are also allowed to provide home delivery services.

   vi. Banks, insurance offices, and ATMs including IT Vendors for banking operation; Banking Correspondent, ATM operation and cash management agencies. However, in the urban areas of districts of Odisha classified as High Risk (Khorda, Bhadrak, Sundargarh, Kendrapara, Cuttack, Puri, Jajpur, Kalahandi and Dhenkanal) by National Disaster Management Authority, all these offices shall function with up to 50% staff strength.

   vii. Print and electronic media including broadcasting

   viii. IT and IT enabled Services, with up to 50% strength.

   ix. Data and call centres

   x. Telecommunications, internet services, broadcasting and cable services/ DTH and Optical Fibre

   xi. Petrol pumps, LPG, Petroleum and gas retail and storage outlets.
xi. Power generation, transmission and distribution units and services.

xii. Capital and debt market services as notified by the Securities and Exchange Board of India (SEBI)*

xiii. Government approved Common Service Centres (CSCs) at Gram Panchayat level.

xiv. Cold storage and warehousing services, including at ports, airports, railway stations, container Depots, individual units and other links in the logistics chain.

xv. Private security services and facilities management services for maintenance and upkeep of office and residential complexes.

xvi. Hotels, home stays, Lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.

xvii. Establishments used/ earmarked for quarantine facilities.

xviii. Services provided by self-employed persons, e.g., Electrician, IT repairs, plumbers, motor mechanics, and carpenters.

xix. Shops that repair and service electrical and electronic appliances including fans, air coolers, water purifiers, air conditioners, mobile phones, computers, accessories, etc.

xx. Shops dealing in construction equipment and supplies such as cement, iron rods, chips etc.

xxi. Shops of educational books for students

xxii. Shops of electric fans

xxiii. Shops of electric fans

xxiv. All shops registered under the Odisha Shops & Commercial Establishments Act, 1956 including shops in residential complexes and market complexes except shops in multi-brand and single brand malls, outside the limits of municipal corporations and municipalities, with 50% strength of workers with wearing of masks and social distancing being mandatory.

xxv. All shops including neighbourhood shops and standalone shops, shops in residential complexes within the limits of municipal corporations and municipalities registered under the Orissa Shops & Commercial Establishments Act, 1956 except shops in market complexes and multi-brand and single brand malls, with 50% strength of workers with wearing of masks and social distancing being mandatory.

Provided that the Municipal Commissioners and the Collectors shall notify detailed orders specifying the shops/ type of shops to open within the limits of Municipal Corporations & ULBs and the Districts as well as their timing.

6. Movement, loading/ unloading of goods/ cargo (inter and intra State) is allowed, as under:

   i. All goods traffic will be allowed to ply.
   ii. All goods carriers, whether loaded or unloaded.
   iii. Fire, law and order and emergency services.
   v. Operations of Airports and related facilities for air transport for cargo movement, relief and evacuation.
   vi. Operations of Ports and Inland Container Depots (ICDs) for cargo transport, including authorized custom clearing and forwarding agents.
   vii. Operations of Land Ports for cross land border transportation of essential goods, including petroleum products and LPG, food products, medical supplies.
viii. Movement of all trucks and other goods/ carrier vehicles with two drivers and one helper subject to the driver carrying a valid driving license: an empty truck/ vehicle will be allowed to ply after the delivery of goods, or for pick up of goods.
ix. Shops for truck repairs and dhabas on highways, with stipulated social distance as prescribed.
x. Movement of staff and contractual labour for operations of railways, airports/ air carriers, seaports/ ships/ vessels, landports and ICDs is allowed on passes being issued by the local authority on the basis of authorizations issued by the respective designated authority of the railways, airports, seaports, landports and ICDs.
xi. Transportation for all medical personnel, nurses, paramedical staff and other hospital support services
xii. Transport to and from hospitals within the state. (In special cases, transportation to another state can be allowed with permission of OHS/ Collector/ COMO/ Principal/ Superintendent of Government Medical Colleges.)
xiii. Private vehicles belonging to persons engaged in organizations / agencies permitted to operate. Such persons should carry appropriate authorization and ID documents.
xiv. Transport aggregators like OLA/ UBER as permitted by C&T (T) Department for transportation of medical personnel/ patients to and from hospitals

7. Social sector:
i. Operation of homes for children/ disabled/ mentally challenged/ senior citizens/ destitute/ women/ widows including bed side attendants and care givers of senior citizens residing in their homes.
ii. Observation homes, after care homes and places of safety for juveniles.
iii. Disbursement of social security pensions, e.g., old age/ widow/ freedom fighter pensions; pension and provident fund services provided by Employees Provident Fund Organization (EPFO).
iv. Operation of Anganwadis - distribution of food items and nutrition once in 15 days at the doorsteps of beneficiaries, e.g., children, women and lactating mothers. Beneficiaries will not attend the Anganwadis.
v. Production and marketing by Self Help Groups and activities of Mission Shakti (as decided by Collectors)

8. Agricultural and related activities:

A. All agricultural and horticultural activities to remain fully functional, such as:
i. Farming operations by farmers and farm workers in fieldviz.:  
   a. Sowing, nursery preparation, land preparation, irrigation, planting, harvesting, threshing, processing and packing, etc.
   b. All post harvesting activities.
   c. Seed Growing, Distribution and Sale, including transport of raw seed.
   d. Seed storage, certification, testing, processing, grading and packing in both Govt. and private sectors.
   e. Allied industries dealing with packing material, seed treatment, chemical supplies, etc.
   f. Movement of vehicles involving above activities.
   g. Excavation of farm ponds and construction of water conservation structures
   h. Crop cutting experiments/ loss assessment for crop insurance.
i. Extension/demonstration/developmental and IEC activities in Agriculture and Horticulture sector by all Government Agencies
j. Any other activities incidental to agriculture/horticulture/floriculture
k. All activities relating to Kharif Crop Loans by Banks including Odisha State Co-operative Bank, District Cooperative Banks, PACS and LAMPCS
l. All activities relating to procurement of pulses and oil seeds by NAFED / MARKFED and agencies allowed by NAFED
ii. Agencies engaged in procurement of agriculture products and MSP operations including private individuals and traders in vegetable & fruits (horticulture) supply chain & all vehicles carrying agriculture/horticulture produce and/or products, cold storage, warehousing services and packaging units with their transportation.
iii. 'Mandis' operated by the Agriculture Produce Market Committee (APMC), RMCs, PACS, LAMPCS, SHGs, Rural Haats or as notified by the State Government(e.g., satellite mandis),direct marketing operations by the State Government or by industry, directly from farmers/ group of farmers, FPOs' Co- operatives, etc. Decentralized marketing and procurement at village level.
iv. Shops of agriculture machinery, its spare parts, storage houses and packaging units by wholesalers/ dealers/ retailers of fertilizers, pesticides, seeds and farm machinery (including its supply chain) and repairs to remain open.
v. 'Custom Hiring Centres (CHC)/ Agro Service Centres / Workshops/ Shops for repairing and spare parts related to farm machinery.
vi. Manufacturing, distribution and retail of fertilizers, pesticides and seedsincluding shops dealing with fertilizers, pesticides and farm machinery/ equipment, their transportation, warehousing, testing laboratories for seeds, soil, fertilizer and pesticides, etc. and related activities.
vii. Movement (inter and intra State) of harvesting and sowing related machines like combined harvester, tractor, power tillers, pump sets, threshers, seed drill and other agriculture/horticulture implements.
viii. Collection, harvesting and processing of Minor Forest Produce (MFP)/ Non Timber Forest Produce (NTFP) by scheduled tribes and other forest dwellers in forest areas.
ix. Facilities for export/ import such as pack houses, inspection and treatment facilities for seeds and horticulture produce.
x. Research establishments dealing the agriculture and horticulture activities.
xi. Inter and intra State movement of planting materials and honey bee colonies, honey and other beehive products

B. Fisheries:
i. Operations of the fishing (marine and inland) / aquaculture industry, including feeding (sea food quality testing laboratories) & maintenance, harvesting, processing including aqua laboratories, clinics, packaging, cold chainincludingselling factories, sale and marketing. Functioning of fishing harbours, fish landing centres, fish auction halls, fish net manufacturing factories, fish net mending sheds and fish drying yards
ii. Hatcheries, feed plants, commercial aquaria.

C. Plantations:
i. Operations of tea, coffee and rubber plantations, with maximum of 50% workers.
ii. Processing, packaging, sale and marketing of tea, coffee, rubber and cashew, with maximum of 50% workers.

iii. Bamboo, Coconut, Areca nut, Cocoa, Spices plantation and their harvesting, processing, packaging, sale and marketing.

iv. Pre-Plantation & Nursery Activities, Silvicultural operations, Creation and maintenance of water bodies, maintenance of plantations, Kendu leaf operation, Collection, procurement and marketing of NTFPs and MFPs with maximum of 50% workers.

D. Animal husbandry:
   i. Collection, processing, distribution and sale of milk and milk products by milk processing plants, including transport and supply chain.
   ii. Operation of animal husbandry farms including poultry farms & hatcheries and livestock farming activity.
   iii. Animal feed manufacturing, transportation, distribution and retailing of cattle feed and fodder, poultry feed, pet feed, any other livestock feed and feed plants, including supply of raw material, such as maize and soya.
   iv. Operation of animal shelter homes, Government veterinary hospitals, dispensaries, mobile veterinary units, Livestock Aid Centres and allied units, private veterinary clinics, and para-veterinarians; Artificial Insemination and Vaccination services; Disease Diagnostic Laboratories, Govt. Livestock and Fodder Farms, Frozen Semen Bank, Biological Product Institutes, veterinary care suppliers and retailers including veterinary medicine stores and operation of Gaushalas including feeding of stray animals.

9. Online teaching/ distance learning to be encouraged:
   i. All educational, training, coaching institutions etc., while physically closed, shall maintain the academic schedule through online teaching.
   ii. Maximum use of Doordarshan (DD) and other educational channels may be made for teaching purposes.

10. MGNREGA works and Drinking Water to be allowed:
   i. MGNREGA works are allowed with strict implementation of social distancing and face mask.
   ii. Priority to be given under MGNREGA to irrigation and water conservation works.
   iii. Other Central and State sector schemes in irrigation and water conservation sectors may also be allowed to be implemented and suitably dovetailed with MGNREGA works.
   iv. Individual assets creation under various schemes including PMAY, BPGY, Swachh Bharat, etc.
   v. Water supplies (both stand alone and pipe water supply with installation and repair and maintenance).

11. Supply of essential goods:
   i. All facilities in the supply chain of essential goods, whether involved in manufacturing, wholesale or retail of such goods through local stores, large brick and mortar stores or e-commerce companies should be allowed to operate, ensuring strict social distancing without any restriction on their timing of opening and closure. Supply of essential
goods includes food processing units such as bread factories, milk processing plants, flour mills, dal mills, etc. located in urban areas

ii. Shops (including Kirana and single shops selling essential goods) and carts, including ration shops (under PDS), dealing with food and groceries (for daily use), hygiene items, fruits and vegetables, dairy and milk booths, poultry, meat and fish, animal feed and fodder etc, should be allowed to operate, ensuring strict social distancing without any restriction on their timing of opening and closure.

iii. District authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.

12. Industries/Industrial Establishments (both Government and private), as listed below:
   i. Industries operating in rural areas. i.e., outside the limits of municipal corporations and municipalities.
   ii. Manufacturing and other industrial establishments, including MSMEs, with access control in Special Economic Zones (SEZs) and Export Oriented Units (EoUs), industrial estates, and industrial townships. These establishments shall make arrangement for stay of workers within their premises as far as possible and/ or adjacent buildings and for implementation of the Standard operating protocol (SOP) as referred to in para 20 (ii) below. The transportation of workers to work place shall be arranged by the employers in dedicated transport by ensuring social distancing.
   iii. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates
   iv. Food processing industries in rural areas, i.e., outside the limits of municipal corporations and municipalities.
   v. Production units, which require continuous process, and their supply chain.
   vi. Manufacturing of IT hardware.
   vii. Coal production, mines and mineral production, their transportation, supply of explosives and activities incidental to mining operations.
   viii. Manufacturing units of packaging material.
   ix. Jute industries with staggered shifts and social distancing.
   x. Oil and gas exploration/ refinery.
   xi. Brick kilns in rural areas i.e., outside the limits of municipal corporations and municipalities.
   xii. Workshops of Indian Railways

13. Construction activities, as listed below:
   i. Construction of roads, irrigation projects, buildings and all kinds of industrial projects, including MSMEs, in rural areas, i.e., outside the limits of municipal corporations and municipalities; and all kinds of projects in industrial estates. Construction activities in rural areas include water supply and sanitation; laying/erection of power transmission lines and laying of telecom optical fibre and cable along with related activities.
   ii. Construction of renewable energy projects.
   iii. Continuation of works in construction projects, within the limits of municipal corporations and municipalities, where workers are available on site and no workers are required to be brought in from outside (in situ construction).
   iv. The Standard Operating Procedure at Annexure IV is to be followed in the Government as well as private construction sites to prevent spreading of COVID-19 and to protect the workers/construction personnel from heat wave
v. Rural Development Department
   a. Completion of incomplete bridge projects and construction of projects for which tender processes have been completed.
   b. Repair and maintenance of buildings under RD books of accounts
   c. Construction of Multipurpose Cyclone/Flood shelters and repair there and maintenance thereof.
   d. Construction works relating to roads under PMGSY, MMSY and RIDF including maintenance of roads under RD Department from plan and non-plan sources.

vi. Department of Water Resources
   a. All On-going / New civil and mechanical construction works relating to Head-works, spillway, earth dam, Barrages, Check-Dams, Main canals, Minor, sub-minor, Underground Pipe Line etc.
   b. All On-going and new Mega Lift Irrigation Projects, Community Lift Irrigation Projects, Revival of Community Lift Irrigation Projects, Deep Bore Well Scheme (Biju Krushak Bikas Yojana- Deep Borewell (Secha Karyakrama), Cluster Shallow Tube-well (Jalanidhi - II)
   c. All on-going and new civil and mechanical works relating to Flood Control including Repair & maintenance of river embankments, canal service roads.
      All on-going and new drainage works including Improvement of drainage channels, dredging of river mouths and bed.
   d. All New Construction of buildings& maintenance of existing buildings.
   e. All on-going and new works relating to Command Area Development and Participatory Irrigation Management

vii. Works Department
   a. National Highway Authority of India (NHAI) works relating to roads, bridges, flyovers etc. in rural areas.
   b. Construction of roads including National Highways in rural areas.
   c. Construction of bridges, flyovers, ROBs in rural areas.
   d. Construction of all types of buildings in rural areas.
   e. Maintenance work of roads, bridges, buildings in rural areas.
   f. All works related to management of COVID-19 including healthcare buildings, other buildings etc. in all areas of the State.
   g. Any other works specifically required by Collector of the District for management of COVID-19.
   h. All the above works including roads, bridges, flyovers, buildings etc. in Urban Local Body (ULB) areas subject to the condition that no worker is to be brought in from outside of the ULB (in-situ construction)
   i. Survey, investigation, soil exploration and any such works taken up in rural areas.

viii. Housing & Urban Development Department
   a. Implementation of Water supply projects including household connection works
   b. Repair and maintenance of water supply infrastructure.
   c. Source augmentation works like dredging, cross bundh near water sources.
   d. Construction and maintenance of sewerage and septage systems.
   e. Construction, repair and maintenance of roads and drainage systems.
   f. Development of new water bodies.
g. Maintenance of water bodies.

h. Construction of rain water harvesting structures, percolation tanks.

i. Construction of toilets.

j. Development of play ground, Public Parks, open space development, street lighting works.

k. Construction of Community Centres, SHG work centres, Crematorium, Micro composting centres, MRFs and other waste processing/disposal structures including C & D waste collection, processing and all other sanitation related activities.

ix. Panchayati Raj & Drinking Water Department

a. IEC drive by SHGs & Community Cadres:

b. Enterprise promotion: Individual/group based enterprises involved in production of Mask, PPE, Sanitizer, Hand-wash, Soap etc. and their marketing

c. Movement of Community Cadres within villages/ GP.

d. Financial Services: The Financial Inclusion (FI) cadres such as Bank Mitras, BC Sakhi and Financial Literacy CRP engaged at different levels for making financial services available to community including BC points.

e. The Rural Mason field training under PMAY

x. Energy Department

a. All electrical works pertaining to erection, maintenance and repair of tower and poles and stringing operations.

b. Mobilization of workmen, vehicles and materials and equipment for such work.

14. Movement of persons is allowed in the following cases:

i. Private vehicles for emergency services, including medical and veterinary care, and for procuring essential commodities. In such cases, one passenger besides the private vehicle driver can be permitted in the backseat, in case of four-wheelers; however, in case of two-wheelers, only the driver of the vehicle is to be permitted. However, in the urban areas of districts of Odisha classified as High Risk (Khorda, Bhadrak, Sundargarh, Kendrapara, Cuttack, Puri, Jajpur, Kalahandi and Dhenkanal) by National Disaster Management Authority, private vehicles shall not be allowed for procuring essential commodities, except as per the order of Hon'ble High Court of Orissa dated 10.04.2020 in W.P. (C) No. 9095 of 2020.

ii. All personnel travelling to place of work and back in the exempted categories, as per the instructions of the concerned authorities.

iii. Sign-on and sign-off of Indian Seafarers at Indian Ports and their movement for the aforesaid purpose as per attached Standard Operating Protocol (SOP).

15. Offices of the Government of India, its Autonomous/ Subordinate Offices, as mentioned below:

i. Defence, Central Armed Police Forces, Health and Family Welfare, Disaster Management and Early Warning Agencies (IMD, INCOIS, SASE and National Centre of Seismology, CWC), National Informatics Centre (NIC), Food Corporation of India (FCI), NCC, Nehru Yuva Kendras (NYKs) and Customs to function without any restriction.
ii. Other Ministries and Departments and offices under their control, are to function with 100% attendance of Deputy Secretary and levels above that. Remaining officers and staff to attend up to 33% as per requirement.

16. Offices of the State Government, their Autonomous Bodies and Local Governments, as mentioned below:
   i. Police, home guards, civil defence, fire and emergency services, disaster management, prisons and municipal services will function without any restrictions.
   ii. All other Departments of State Government to work with restricted staff as directed by Government in General Administration & Public Grievance Department Order No.GAD-COOD-MI SC-0001-2018- 10460/ GEN, dated 17.04.2020 at Annexure-IV or as directed by the GA & PG Department from time to time. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
   iii. District administration and Treasury (including field offices of the Accountant General) will function with restricted staff. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
   iv. Resident Commissioner of State, in New Delhi, only to the extent of coordinating COVID-19 related activities and internal kitchen operations.
   v. Forest offices: staff/ workers required to operate and maintain zoo, nurseries, wildlife, fire-fighting in forests, watering plantations. Patrolling and their necessary transport movement. Forest office includes forestry plantation and related activities, including silviculture operations

17. To mitigate the hardship to the public, the select activities as contained above will be operationalized by the District Administration and the Municipal Corporations/ Urban Local Bodies based on strict compliance to the existing guidelines. However, before allowing these select additional activities, concerned authorities shall ensure that all preparatory arrangements with regard to the Standard Operating Procedures for social distancing in offices, workplaces, factories and establishments and other sectoral requirements are in place.

18. Operation of guidelines in Hotspots and containment zones
   i. Khorda district has been classified as a 'Hotspot' i.e., area of large COVID-19 outbreaks, vide Ministry of Health and Family Welfare (MoHFW), Government of India (Gal) D.O Letter No. Z-21 020/ 16/ 2020-PH dated 15th April, 2020.
   ii. In Khorda district, containment zones will be demarcated by the District Administration/ concerned authorities as per the guidelines of MoHFW.
   iii. In these containment zones, the activities allowed under these guidelines will not be permitted. There shall be strict perimeter control in the area of the containment zones to ensure that there is no unchecked inward/ outward movement of population from these zones except for maintaining essential services (including medical emergencies and law and order related duties) and Government business continuity. The guidelines issued in this regard by MoHFW will be strictly implemented.
   iv. The activities mentioned in the consolidated revised guidelines (Paras 5 to 20) will not be permitted in the containment zones within hotspots, demarcated by the States/ Union territories/ District Administration as per Guidelines of the Ministry of Health and family Welfare (MoH&FW), Government of India.
v. If any new area included in the category of containment zone, the activities allowed in that area till the time of its categorization as a containment zone, will be suspended, except for those activities which are specifically permitted under consolidated revised guidelines.

vi. The activities allowed under consolidated revised guidelines will be withdrawn immediately, if any of the lockdown measures are violated, risking the spread of COVID-19. All entities, in the Government and private sectors, and members of public should follow the guideline strictly.

19. Persons to remain under mandatory quarantine, as under:
   i. All such persons who have been directed by health care personnel to remain under strict home/ institutional quarantine for a period as decided by local Health Authorities.
   ii. Persons violating quarantine will be liable to legal action under COVID-19 Regulations 2020 and Disaster Management Act, 2005.
   iii. Quarantined persons, who have arrived in India after 15.2.2020, after expiry of their quarantine period and being tested Covid-19 negative, if any, will be released following the protocol prescribed in the SOP issued by MHA.

20. Instructions for enforcement of above lockdown measures:
   i. All the district magistrates shall strictly enforce the National COVID 19 directives as specified in Annexure I Penalties prescribed shall be levied and collected from all persons and entities violating these directives.
   ii. All industrial and commercial establishments, work places, offices etc. shall put in place arrangements for implementation of SOP as in Annexure II before starting their functioning.
   iii. In order to implement these containment measures, all Tahsildars in the State are designated as Incident Commanders in their respective local jurisdictions. In addition, the Police Commissioner/ District Magistrate/ Municipal Commissioner may deploy additional Executive Magistrates/ Zonal Deputy Municipal Commissioners as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such incident commander. The Incident Commander will issue passes for enabling essential movements as explained.
   iv. Police Commissioner, Collector, ADM, CDM&PHO, DCP, Sub-Collector, Tahsildar, B.D.O, Municipal Commissioner and Executive Officer of Urban Local Bodies are hereby authorized to take all necessary actions for enforcement and implementation of the aforesaid measures. Local police shall render necessary assistance as and when requisitioned by the aforementioned officers.
   v. Additional activities permitted in these guidelines shall be implemented in a phased manner, after making all arrangements necessary for strict implementation of the guidelines. These will come into force with effect from 20th April, 2020.

21. Penal provisions
   Any person violating these lockdown measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, and COVID-19 Regulations 2020, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at Annexure III.
In case of any other doubt, the State Government in Revenue & Disaster Management (Disaster Management) Department will issue necessary directions or clarifications.
Annexure I

National Directives for COVID-19 Management

The National Directives shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

PUBLIC SPACES
1. Wearing of face cover is compulsory in all public places, work places.
2. All persons in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization /manager of public place shall allow gathering of 5 or more persons
4. Gatherings such as marriages and funerals shall remain regulated by the District Magistrate.
5. Spitting in public spaces shall be punishable with fine.
6. There should be strict ban on sale of liquor, gutka, tobacco etc. and spitting should be strictly prohibited.

WORK SPACES
7. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
10. Use of Arogya setu will be encouraged for all employees both private and public.
11. All organizations shall sanitize their work places between shifts.
12. Large meetings to be prohibited.

MANUFACTURING ESTABLISHMENTS
13. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
14. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
15. Intensive communication and training on good hygiene practices shall be taken up.

***
**Annexure II**

**Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments**

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
   
   a) Entrance Gate of building, office etc.
   
   b) Cafeteria and canteens.
   
   c) Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
   
   d) Equipment and lifts.
   
   e) Washroom, toilet, sink; water points etc.
   
   f) Walls/ all other surfaces

2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.

3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.

4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.

5. Medical insurance for the workers to be made mandatory.

6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.

7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.

8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.

9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or holst.

10. Use of staircase for climbing should be encouraged.

11. There should be strict ban of gutka, tobacco etc, and spitting should be strictly prohibited.

12. There should be total ban on non-essential visitors at sites.

13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
Annexure III

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.- Whoever, without reasonable cause

   a. obstructs any officer or employee of the Central Government or the State
      Government, or a person authorized by the National Authority or State Authority
      or District Authority in the discharge of his functions under this Act; or
   b. refuses to comply with any direction given by or on behalf of the Central
      Government or the State Government or the National Executive Committee or
      the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend
   to one year or with fine, or with both, and if such obstruction or refusal to comply
   with directions results in loss of lives or imminent danger thereof, shall on conviction
   be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim - Whoever knowingly makes a claim which he knows
   or has reason to believe to be false for obtaining any relief, assistance, repair,
   reconstruction or other benefits consequent to disaster from any officer of the Central
   Government, the State Government, the National Authority, the State Authority or the
   District Authority, shall, on conviction be punishable with imprisonment for a term which
   may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.- Whoever, being entrusted
   with any money or materials, or otherwise being, in custody of, or
   dominion over, any money or goods, meant for providing relief in any threatening
   disaster situation or disaster, misappropriates or appropriates for his own use or
   disposes of such money or materials or any part thereof or willfully compels any other
   person so to do, shall on conviction be punishable with imprisonment for a term which
   may extend to two years, and also with fine.

54. Punishment for false warning - Whoever makes or circulates a false alarm or
   warning as to disaster or its severity or magnitude, leading to panic, shall on conviction,
   be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government - (1) Where an offence under this
   Act has been committed by any Department of the Government, the head of the
   Department shall be deemed to be guilty of the offence and shall be liable to be proceeded

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against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence. (2) Notwithstanding anything contained in sub-section. (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act - Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning - If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies - (1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, 25 shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly: Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.
(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation - For the purpose of this section- (a) "company" means any body corporate and includes a firm or other association of individuals; and (b) "director", in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution- No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central
Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences - No court shall take cognizance of an offence under this Act except on a complaint made by— (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or tends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation - It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration:

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.
**Annexure IV**

GAD-COOD-MISC-0901-2018- 10460 /GEN

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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Departments</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
<td>Agriculture &amp; FE</td>
<td>All Group A officers to attend office.</td>
</tr>
<tr>
<td></td>
<td>Co-operation</td>
<td>Up to 50% of Groups B, C &amp; D officers/staff to attend on roster basis.</td>
</tr>
<tr>
<td></td>
<td>F&amp;SARD</td>
<td>Administrative Departments will decide about the scale of operation in the field offices.</td>
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<tr>
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<td>F&amp;O/W</td>
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<td>GA&amp;PG</td>
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<td></td>
<td>H&amp;UD</td>
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<tr>
<td></td>
<td>Health &amp; Family Welfare</td>
<td></td>
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<td></td>
<td>Home</td>
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<td></td>
<td>Labour &amp; ESI</td>
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<tr>
<td></td>
<td>PR&amp;DW</td>
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<tr>
<td></td>
<td>R&amp;D (SRC &amp; OSDMA)</td>
<td></td>
</tr>
<tr>
<td>Partially</td>
<td>All other Departments</td>
<td>All Group A officers to attend office.</td>
</tr>
<tr>
<td>Critical</td>
<td></td>
<td>Up to 33% of Groups B, C &amp; D officers/staff to attend on roster basis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administrative Departments will decide about the scale of operation in the field offices.</td>
</tr>
</tbody>
</table>

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. 19461/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.

[Signature]

O.S.D to Chief Secretary
COVID-19 Management
19. Order for complete shutdown in the districts of Jajpur, Bhadrak and Balasore (23-Apr-2020)

Whereas it is imperative to adopt strict social distancing and isolation measures to contain the spread of COVID-19, which is playing havoc in many countries across the world, including India

And Whereas, the Government of Odisha, vide Revenue & DM (Disaster Management) Department Notification No.1706/R&DM(DM) dated 13th March 2020, has declared COVID-19 as a 'Disaster' under section 2(d) of the Disaster Management Act, 2005 for the State of Odisha;

And Whereas, the Government of Odisha, in exercise of powers conferred under section 2 of the Epidemic Disease Act, 1897 and the Odisha COVID-19 Regulation, 2020 has ordered lockdown of the entire State vide order No. 2214/R&DM(DM) Dated 17.04.2020 till midnight of 3rd May 2020;

And whereas, detection of significant numbers of COVID-19 cases in the districts of Jajpur, Bhadrak and Balasore in last few days requires aggressive contact tracing, quarantine, testing and isolation as well as containment in the interest of health of general public;

And whereas, the State Disaster Management Authority (SOMA) has authorized the Chief Secretary of the State to make any addition or alteration to the Order No.2035/R&DM(DM) dated. 27.03.2020 on measures for containment of COVID -19 in the State;

Now therefore, the State Government do hereby order for complete shutdown from 10 PM of 23.04.2020 (Thursday) to 10 AM of 26.04.2020 (Sunday) in the of districts of Jajpur, Bhadrak and Balasore :

During this shutdown period, the guidelines issued earlier vide Order No.2035/ R&DM (DM) dated 27.03.2020, No.2056/ R&DM (DM) dated.30.03.2020, order No.2214/ R&RDM(DM) dated 17.04.2020 and other order issued by Govt . In contravention to this order, shall remain suspended, for the above three districts.

All offices, shops and establishments in the above three districts shall remain closed, except:

a. Hospitals
b. Police, Fire and Ambulance
c. Telecom services identified by Secretary, Electronics & IT Dept.
d. Petrol pumps identified by respective District Authorities
e. Railways and Sea -port for Cargo operation
f. Electronic Media identified by respective District Authorities
g. IT/ITES/Call Centers relating to COVID-19 management ( other IT/ITES as identified by Secretary, E&IT Dept.)
h. Water Supply, sanitation and sewerage
i. Electricity supply and distribution
j. Medicine stores as identified by respective District Authorities
k. Movement of goods vehicles, loaded or unloaded
l. COVID-19 Tracing, Testing, Quarantine, Isolation and Containment relate d movements allowed by H&FW Dept or by the respective District Authorities.
m. Manufacturing units of essential goods and production units which require continuous process, with in-situ labour and adequate social distancing
All movement passes issued, if any, by any authority stand **SUSPENDED** during this shutdown. If required, fresh passes shall be issued by Collector & OM/SP, of the districts of Jajpur, Bhadrak and Balasore within their respective jurisdictions during the shutdown period.

During the period of the Shutdown, the Sarpanch(s) of the Gram Panchayats and Authorities of ULBs shall launch a massive operation and enlist all such persons who may have come from outside the state to their respective Gram Panchayat/ ULB areas, assist the District Administration in aggressive contact tracing and render all assistance to the District Administration as required. Sarpanch(s) of all Gram Panchayats shall act as per order No. 2232/ R&DM(DM) dated 19.04.2020 and ULBs shall act as per order No. 2235/ R&DM(DM) dated 19.04.2020.

Any violation of this order shall entail prosecution under the penal provisions of Disaster Management Act, 2005 and IPC.

The Collector & DM of the districts of Jajpur, Bhadrak and Balasore are authorized to issue any further instructions/restrictions to enforce complete shutdown in their respective areas.

**20. Permitting stranded labourers to travel within State for work (25-Apr-2020)**

WHEREAS, on account of nation-wide lockdown in the wake of CoViD-19, there are about 86,000 number of workers, of which about 16,000 are from within the State of Odisha, who have been accommodated in 2610 camps in the various districts of Odisha;

AND WHEREAS, vide Letter No 2267/R&DM(DM) dated 21.04.2020, intra-state movement of labour has been permitted to allow their participation in different economic activities including agriculture;

AND WHEREAS, in pursuance to the above order, a number of labourers have commenced work across various locations in the State, and;

Now, therefore, State Govt. has decided that such stranded labourers, who wish to **travel within the State for work**, are allowed do so in an organized manner so as to reach their place of work, as per the following guidelines:

1. The industries/ agencies/ labour contractors will be allowed to transport their labourers in dedicated and designated buses from camps to the workplace within the state of Odisha, maintaining social distancing and other relevant safety protocols prescribed by Government. Such industries/ agencies/ contractors will report the details of such labourers, destinations and buses to the concerned District Collector, through the District Labour Officer. The concerned District Collectors will issue movement pass to such contractors across the districts within the state of Odisha for the said purpose. The concerned Collectors may requisition buses to facilitate such movement, if required. However, the expenditure on this account will be borne by the concerned industry/ agency/ contractor.

2. In such cases where the stranded labourers do not belong to any particular industry/ agency/ contractor the concerned BDOs/ DLOs shall bring it to the notice of the District Collector/ PD DRDA, who will make arrangements for such labourers to travel to the destination of their workplace in groups. The District Collector will requisition buses for the purpose through Regional Transport Officers. The district Collectors are authorized to make expenditure on this account from the CMRF.
3. Since the buses in the state are off-road due to lockdown, and only for the aforementioned purpose the buses will be made operational, the monthly payment of road tax for such requisitioned buses will be waived. The Commerce and Transport Department will issue necessary orders in this regard.

4. Since these stranded labourers have already completed the recommended quarantine period of 14 days in their respective camps, the recipient local authorities (Sarpanch/ EO ULB/ Collector) shall not insist upon further quarantine of such arriving labourers, to facilitate their immediate joining of workforce. The PR & DW Department and H&UD Department will issue instructions in this regard to the concerned authorities under their jurisdiction.

5. The District Collectors of the host and recipient districts shall work in close co-ordination. PD DRDAs will act as district nodal officer. The District Labour Officer will report to the PD DRDA for this work. At State level, Labour Commissioner and Transport Commissioner will coordinate the matter.

6. The data regarding the daily movement will be compiled by the DLOs, in regular co-ordination with the BDOs, both at the destination and the recipient district, and will be furnished to Labour Commissioner, on daily basis

7. A High-level Committee chaired by APC-cum-ACS with PS Labour & ESI and PS Commerce & Transport as members, will review and monitor the movement on a daily basis

In case of any other doubt, the State Government in Revenue & Disaster Management (Disaster Management) Department will issue necessary directions or clarifications.

21. **Procedure for Registration and Quarantine Arrangement for the people stranded in other States who intend to come to Odisha after the lockdown is over (22-Apr-2020)**

The State Government vide orders No.2232/ R&DM(DM) dated 17.04.2020 and No.2235/R&DM(DM) dated 17.04.2020 have authorized the Gram Panchayats and the Urban Local Bodies (ULBs) to make arrangements for registration and quarantine of the people stranded in other States who intend to come to Odisha after the lockdown is over. For implementation of the same, the Government have further directed as follows

1. Every GP and ULB will have a registration facility to facilitate return of the people intending to return to the State after the lockdown. The family members, relatives of such people will register with the facility. The person intending to return may also register directly with the concerned GP/ ULB. The GP/ ULB may also register the names of such people suo motu on getting information from appropriate sources.

2. GPs/ ULBs may utilize web based solution to facilitate registration process. Panchayati Raj & DW Department may develop web application at the earliest and roll out the same both for rural and urban areas. Appropriate formats for rural and urban areas may be developed to enable people to register properly.

3. PR&DW Department will identify a nodal officer for each GP, to be called as Gram Panchayat Nodal Officer (GPN0) who will facilitate registration. Similarly, H&UD Department will identify a nodal officer for one or a cluster of wards to be known as Ward Nodal Officer (WNO). The website may contain the name and telephonic contact number of such officers for prospective applicants to contact for smooth and hassle-free registration.

4. Every quarantine person shall be stamped with date in indelible ink. Panchayati Raj & DW Department will requisition required quantity of indelible ink from Mysore facility for both the Departments.
5. Panchayati Raj & DW Dept. will issue detailed guidelines and directions to the Sarpanches to make necessary arrangements for quarantine facility including accommodation, food, water, bathing facility, sanitation and treatment.

6. Similar instruction shall be issued by the Housing & UD Department for making arrangements in institutional quarantine facilities.

7. Where persons are allowed home quarantine, proper sticker must be affixed on the front of the house. Such person(s) must be closely monitored to ensure that they abide by and adhere to quarantine guidelines of Health & Family Welfare Department.

8. H&UD Department may make arrangement in coordination with hotels for quarantine of people on payment by the persons who wish to avail such facility. The expenditure on such paid quarantine facility shall be borne by the person concerned who shall abide by rules, regulation and terms & conditions, if any, of the paid quarantine facility.

9. PR&DW Department and H&UD Department may make detailed arrangement for proper monitoring of the quarantined persons.

10. The expenditure on provision of temporary accommodation, food, drinking water, sanitation and medical care, etc. for the people in quarantine camps (other than home quarantine) shall be met out of State Disaster Response Fund (SDRF). Permanent nature of constructions may not be booked to SDRF.

11. Upon successful completion of quarantine period in the institutional quarantine facility, Government in respective Departments may make all arrangements for payment of incentive for which detailed guidelines may be issued in consultation with and concurrence of Finance Department, if required.


(A) FREE AND UNFETTERED MOVEMENT OF LABOUR

1. Identity cards issued by the Companies will be accepted as a valid document for workers.

2. Permitted business/shop owners may issue paper document containing the name and other details of the employee/labour.

3. Free movement of labourers who are on foot and bi-cycle may be allowed.

4. If any entity/organization, as permitted in the above mentioned guidelines desires to move their workers to their warehouse/worksite, they can transport them in passenger vehicles limiting to 40% of the approved seating capacity maintaining social distancing norms.

5. Such vehicle shall be moving from Point to Point with no picking of passengers en-route. It is clarified that no person shall be allowed to either board or alight en-route between the starting point and destination point of the journey.

6. For obtaining pass for passenger vehicle, concerned Business entity/Contractor will apply to the Collector/RTO of the district / concerned authority in Municipal areas. The Commissioner, Bhubaneswar - Cuttack Police Commissionerate may also issue pass for the purpose.

7. Dhabas located on National Highways/State Highways will remain open to provide only take away food. The will provide toilet facilities maintaining hygiene and social distancing.
8. Where inter-district movement of labourers is required, the contractor shall specifically approach the Collector of the district from where labourers are to be moved, for necessary permission for transportation of labourers following the MHA guidelines in this regard. Such labourers, upon such transportation, shall be provided on site accommodation by the Contractor.

(B) VEHICLE REPAIR, BATTERY REPAIR AND TYRE REPAIR SHOPS

1. In non-hotspot districts multiple vehicle repair, battery, spare part shops at a single location but not contiguous shall be allowed to open on all days.
2. Collectors/ Municipal Commissioners of the non-hotspot districts/ Municipal Corporations will regulate on opening of such shops and duration of their opening and numbers.
3. In order to prevent congregation and ensure proper social distancing, single locations having more than 5 contiguous shops shall not be allowed to open till the lockdown period is over.
4. The provisions contained herein shall not apply to a containment zone as notified from time to time.
5. The Collector and the Chairman, District Disaster Management Authority (DDMA) / Municipal Commissioners may impose any restriction as may be required to prevent spread of Corona Virus.
6. In the districts designated as Red and Orange category, opening of such shops, their scale and numbers will be decided by Collectors and Municipal Commissioners in case of Municipal Corporation areas taking into account the local conditions. The Collectors may be liberal in permission in areas which are beyond the affected/hotspot areas.

23. Standard Operating Procedure {SOP} for inter State movement of commercial goods vehicles to prevent clandestine movement of people violating the lockdown norms (21-Apr-2020)

In order to check such clandestine movement and entry into the State, the following Standard Operation Procedure (SOP) may be followed

1. Random check of Commercial Goods vehicles shall be undertaken at the entry point check gate at Laxman-Nath, Jamsola, Girisola and such other Inter-State check points as decided by Government / District Administration in NH, SH, MDR or any other roads from time to time. Such regulation may be applicable for movement of all Inter-State vehicles.
2. The random checks are intended to ensure that these commercial vehicles are not being used for clandestine transportation of persons in violation of the lockdown order. In all such vehicles only one/two driver and one helper shall be allowed. All drivers must have valid Commercial Driving License with them in the vehicle.
3. Any person, other than the driver and a spare driver and helper found travelling in the commercial goods vehicle constitutes an offence under the provisions of section 51 of the Disaster Management Act, 2005 and such person shall be proceeded in accordance with law.
4. The driver and helper shall carry a valid ID Card (valid commercial Driving License for drivers, Aadhaar Card, Voter ID Card, Bank Passbook etc.) and shall produce the same on demand.
5. The owner of the Commercial Goods carrier may be encouraged to give a paper containing the names of the Driver and Helper of the vehicle so that the identity of the occupants of vehicle can be ascertained. This is in the interest of the Transporter as any illegal person travelling in their vehicle compounds the risk of their genuine driver and helper getting affected by the COVID-19. However, non-availability of such document shall not be treated as a shortcoming and the law enforcing authorities shall not detain/stop the movement of vehicle on these grounds.

6. Random health checkups/thermal screening of the drivers and helpers of the commercial goods vehicles shall be conducted by the Health Department/persons trained by Health Department at the entry check points of Jamsola, Laxman Nath and such other Inter-State check points or at a location as decided by the State Government from time to time. Such random checks shall also be done in the wholesale markets of the State like Bhubaneswar, Cuttack, Sambalpur etc. by the concerned Municipal Authorities.

7. While undertaking such checks, the authorities shall ensure that such checks do not lead to any harassment of commercial goods vehicles and do not cause any traffic congestion.

24. Guideline for resumption of livelihood cluster activities during lockdown period (20-Apr-2020)

Letter from Principal Secretary to Govt. to All Collectors & District Magistrates

“Subject: Guideline for resumption of livelihood cluster activities during lockdown period.

Madam/Sir,

In inviting a kind reference to the subject cited above it is to inform that, all farm & off-farm activities grounded in 22 ITDAs under Mission Jeevika during the ongoing Rabi season had been suspended due to the Covid-19 pandemic. However, Revenue & DM Deptt vide office order no 2149/R&OM dated 13.4.2020 has notified various activities under Agriculture, Horticulture & all animal husbandry related activities can be taken up without any restrictions. Further Agriculture & FM Deptt vide letter No 6617 dated 12.4.2020 has allowed farming operations in the State.

In view of the recent development & urgent field requirements, office of the ITDAs shall gear up to provide necessary support to the cluster beneficiaries as per their requirements following the below listed operating protocols:

- Make all necessary preparatory arrangement & sensitize the staff about various advisories and guidelines issued by both, Central & State Govt related to Covid-19 before initiating cluster promotion activities.
- All field level functionaries shall reach out to the livelihood cluster beneficiaries for support service in farming, harvesting and other post harvesting activities.
- Social distancing, wearing masks and all other precautions that are issued from time to time shall be adhered to, both in office and fields.
- All Livelihood cluster beneficiaries shall be sensitized to use homemade masks and maintain social distancing while doing farming operations
- Necessary co-ordination shall be made with the district administration for smooth field movement of the field functionaires.
- No mass meeting of the cluster beneficiaries, the field functionaries shall only contact the beneficiaries one to one or arrange small group discussion with maximum of 5 beneficiaries while maintaining the prescribed social distancing norms.
• As most of the farm based clusters taken up during the ongoing rabi season are at harvesting stage; efforts shall be made for marketing of those produces to avoid distress selling, in collaboration with agencies like ORMAS & TDCC etc.

• Efforts should be made to take up activities under MGNREGS so as to provide works to the job holders as well as creating assets like poultry shed, goat shed, cattle shed, irrigation structure & horticulture related activities which will complement the cluster development initiatives of the ITDAs.

• Phone numbers of Project Managers & Subject Matter Specialists who are the nodal point persons for Livelihood Cluster Promotion activities shall be displayed in a prominent place in the villages so that the cluster beneficiaries can call to seek support at the time of the need.

• Necessary co-ordination shall be made with the concern line departments while providing necessary handholding supports to the cluster beneficiaries.

• ITDAs have already submitted the livelihood cluster plans which include the Kharif Plan for 2020. however, ITDAs need to re-visit those proposed activities and prepare a revised operational plan for Kharif-2020 with list of beneficiaries, taking into consideration the evolving scenario and need based requirements of the clusters. The revised Cluster Plan so finalised shall be forwarded to ST & SC Development Department”

25. Directions to ULBs to handle influx of migrants (19-Apr-2020)

WHEREAS, the Government Odisha, vide Revenue & OM (Disaster Management) Department Notification No.1706/R&DM(DM) dated 13th March 2020, has declared COVI D-19 as a ‘Disaster’ under section 2(d) of the Disaster Management Act, 2005 for the State of Odisha;

AND WHEREAS, after lockdown in the wake of COVI D-19 is over, it is expected that a large number of people, such as students, professionals, stranded pilgrims, patients and workers are likely to return to Odisha and go to their homes spread over the State including the urban areas;

AND WHEREAS, it is necessary to handle the influx of large number of migrant people from outside the State to prevent spread of COVID-19 pandemic;

AND WHEREAS, as per section 22 (h) of the Disaster Management Act, 2005, the State Executive Committee constituted under the said Act is empowered to give directions to any Department of the Government of the State or any other authority or body in the State regarding actions to be taken in response to any threatening disaster situation or disaster;

NOW THEREFORE, in exercise of the powers conferred under the said provisions of the Disaster Management Act, 2005, the State Government do hereby give the following directions to all Commissioners of Municipal Corporations, Executive Officers of Municipalities and Notified Area Councils (NAC) in the State to effectively deal with the situation, namely :-

1. Every Urban Local Body such as Municipal Corporation, Municipality and NAC will have a Registration Facility to facilitate return of the people. Family members or relatives of such people, who intend to return to the State, will register with the facility at the concerned Urban Local Body.

2. The Commissioner of Municipal Corporations and the Executive Officer of Municipalities/NACs shall put necessary arrangement to check and ensure that any person arriving in their respective jurisdictions from outside the State has been registered.
3. Every person on return from outside Odisha shall have to compulsorily stay in Quarantine for
14 days observing the guidelines issued by the Health & Family Welfare Department.
4. The Municipal Corporation/ Municipality/ NAC shall make necessary provisions of temporary
accommodation, food, water and sanitation for those persons, who are required to be in
institutional quarantine, at the identified quarantine centres during the quarantine period.
5. Health checkup of the quarantined persons including screening for COVID-19 and testing of
the suspected/ random cases shall be conducted in coordination with the health officials. In
case any person is tested COVID-19 positive, he/ she will be immediately shifted to the
designated hospital for treatment.
6. In case, any person(s) is/ are tested positive in the jurisdiction of the Municipal Corporation/
Municipality/ NAC, necessary steps shall be taken for sanitization of the appropriate area as
advised by the health authorities.
7. Commissioner of Municipal Corporations, Executive Officer of Municipalities and Notified
Area Councils (NAC) are authorized to administer gratuitous relief as per the direction of the
Government under the overall supervision of the District Disaster Management Authority
(DDMA).
8. Persons registering with the ULB, staying in quarantine observing all quarantine guidelines and
successfully completing the quarantine period will be considered to be given an incentive of
Rs.2,000/- (Rupees Two Thousand).
9. Any one found violating the instructions of the Commissioner of Municipal Corporation or
Executive Officer of Municipality/ NAC regarding quarantine protocols and guidelines shall
be penalised under the relevant provisions of the Disaster Management Act, 2005, the Epidemic
Disease Act, 1897 read with the Odisha COVID-19 Regulations, 2020 and provisions of any
other relevant Act.
10. The Commissioner(s) of Municipal Corporations and Executive Officer(s) of all Municipalities/
NACs are hereby authorized under sections 59 and 60 of the Disaster Management Act, 2005
to file complaint/ prosecution before the appropriate forum against the violators.”

26. Directions to Gram Panchayats to handle influx of migrants
(19-Apr-2020)

WHEREAS, the Government Odisha, vide Revenue & OM (Disaster Management) Department
Notification No.1706/R&DM(DM) dated 13th March 2020, has declared COVID-19 as a 'Disaster'
under section 2(d) of the Disaster Management Act, 2005 for the State of Odisha;

AND WHEREAS, after lockdown in the wake of COVID-19 is over, it is expected that a large
number of people, such as students, professionals, stranded pilgrims, patients and workers are likely
to return to Odisha and go to their homes spread over different Gram Panchayats;

AND WHEREAS, it is necessary to handle the influx of large number of migrant people from
outside the State to prevent spread of COVID-19 pandemic;

AND WHEREAS, as per section 22 (h) of the Disaster Management Act, 2005, the State
Executive Committee constituted under the said Act is empowered to give directions to any
Department of the Government of the State or any other authority or body in the State regarding
actions to be taken in response to any threatening disaster situation or disaster;

NOW THEREFORE, in exercise of the powers conferred under the said provisions of the
Disaster Management Act, 2005, the State Government do hereby give the following directions to
the Sarpanch(s) of all Gram Panchayats in the State to effectively deal with the situation, namely:
1. Every Gram Panchayat will have a Registration Facility to facilitate return of the people. Family members or relatives of such people, who intend to return to the State, will register with the facility at the concerned Gram Panchayat or Urban Local Body.

2. The Sarpanch(s) of all Gram Panchayats shall put necessary arrangement to check and ensure that any person arriving in their respective jurisdictions from outside the State has been registered.

3. Every person on return from outside Odisha shall have to compulsorily stay in the Panchayat level Quarantine Facility for 14 days observing the guidelines issued by the Health & Family Welfare Department.

4. The Gram Panchayat shall make necessary provisions of temporary accommodation, food, water and sanitation for the quarantined persons at the identified quarantine centres during the quarantine period.

5. Health checkup of the quarantined persons including screening for COVID-19 and testing of the suspected/random cases shall be conducted in coordination with the health officials. In case any person is tested COVID-19 positive, he/she will be immediately shifted to the designated hospital for treatment.

6. In case, any person(s) is/are tested positive in the jurisdiction of the Gram Panchayat, necessary steps shall be taken by the Gram Panchayat for sanitization of the appropriate area as advised by the health authorities.

7. The Sarpanch(s) of all Gram Panchayats are authorized to administer gratuitous relief as per the direction of the Government under the overall supervision of the District Disaster Management Authority (DDMA).

8. Persons registering with Gram Panchayat, staying in the quarantine centre observing all quarantine guidelines and successfully completing the quarantine period will be considered to be given an incentive of Rs.2,000/- (Rupees Two Thousand).

9. Anyone found violating the instructions of the Sarpanch of the Gram Panchayat regarding quarantine protocols and guidelines shall be penalised under the relevant provisions of the Disaster Management Act, 2005, the Epidemic Disease Act, 1897 read with the Odisha COVID-19 Regulations, 2020 and provisions of any other relevant Act.

10. The Sarpanch(s) of all Gram Panchayats are hereby authorized under sections 59 and 60 of the Disaster Management Act, 2005 to file complaint/prosecution before the appropriate forum against the violators.

27. Important instructions relating to Containment Zones (14-Apr-2020)

Letter from Chief Secretary to All Additional Chief Secretaries/DGP Odisha, All Principal Secretaries/All-Commissioner-cum-Secretaries, All Collectors/Commissioners of Police, All Municipal Commissioners, All Executive Officers of Municipalities/NACs

In the interest of the public health and to break the chain of infection of COVID-19, the following instructions on containment measures may be scrupulously adhered to:

1. In case of exigencies Containment Zones will be established to contain the disease. Establishment of containment zones will be based on technical considerations. Therefore, the district administration/municipal administration needs to function in tandem with the Health authorities. Notification of containment zones will be subject to clearance by the Principal Secretary, Health or any senior officer authorized by him. The area under Containment Zone will encompass relevant contagious vulnerable area only.
2. The establishment of containment zones is to isolate possible contacts/infections in the area.
3. The containment zones may be barricaded from all sides prohibiting entry and exit of persons
   (a) A vulnerability mapping should be done of single women households, aged persons with
      no support households, pregnancy mother households, seriously ill HH persons with
      disabilities etc. and have focused attention planned for them.
4. Once an area is contained, teams of Anganwadi workers, ANMs and other health workers,
   teachers etc. will move from house to house to check health conditions of the people in the
   zone. Their work will be supervised by medical officers. Technical guidance for such
   surveillance shall be provided by community medicine / epidemiology experts from medical
   colleges and RMRC. The samples of all the people having flu like symptoms shall be collected
   and tested to find out the possible infections. Samples of asymptomatic persons may also
   be collected at random to rule out any local transmission.
5. Adequate IEC activities shall be carried out by the Collector / Municipal Commissioner to
   communicate the rationale and the modalities of containment.
6. One of the challenges is to provide essential commodities, medicines and other requirements at
   the door steps of every family in the zone. The Municipal Commissioner / the Collector will
   take all possible steps to provide the same. Special needs of PWDs and other vulnerable people
   shall be taken care of.
7. WhatsApp group will be created including prominent persons of the area so that appropriate
   information sharing are carried out including sampling, testing and outcomes in the
   containment zone and various other steps being taken.
8. Target Cable TV, Satellite TV, pamphlets, text and Whatsapp messages be addressed to
   the households under containment to communicate the status of activities being carried out in
   the zone. Loudspeakers be used to disseminate information about supply of essential
   commodities and other relevant information in the zone.
9. If no new case is detected after conducting at least two rounds of survey of each household, the
   Municipal Commissioner / Collector may lift the containment in consultation with Health
   Department"
1. People are required to stay at home and come out only for basic services while strictly following
the social distancing guidelines and any other order(s)/ instruction(s) issued by the appropriate
authorities from time to time, including wearing of masks.

Provided that there shall be complete shutdown in the areas declared as 'containment zone' or
'buffer zone' by the Health & Family Welfare Department or any other appropriate authority. The
permissions to take up activities/ exceptions to different restrictions given below under paragraphs
hereinafter shall not apply to 'containment zone' or 'buffer zone'. Extensive containment services
will be carried out in such areas. The local authority shall organise supply of essential goods at
doorsteps for purchase by the households.

2. **Government of India Offices:**

   Offices of the Government of India, its Autonomous/ Subordinate Corporations located in the
   State of Odisha shall remain closed.

   **Exceptions:**
   a) Defence
   b) Central Armed Police Forces
   c) Treasury including Pay & Accounts Offices, Financial Advisers and Field Offices of the
      Controller General of Accounts with bare minimum staff.
   d) Public Utilities (including petroleum, CNG, LPG, PNG)
   e) Disaster Management
   f) Power generation and transmission units
   g) Post Offices
   h) National Informatics Centre
   i) Early Warning Agencies including IMD
   j) Customs clearance at ports/ airport/land border; GSTN; and MCA 21 Registry, with bare
      minimum staff.
   k) Reserve Bank of India and RBI regulated financial markets and entities like NPCI, CCIL,
      payment system operators and standalone primary dealers, with bare minimum staff.

3. **Government of Odisha Offices:**

   Offices of the Government of Odisha, its Autonomous Bodies, Corporations, etc. shall remain
closed.

   **Exceptions:**
   a) Health Department and all its subordinate offices including Corporations/ Societies.
   b) Police, Home Guards, Civil Defence, Fire and Emergency Services and Prisons
   c) Revenue & DM (Disaster Management) Department (SRC & OSDMA)
   d) District Administration (Collector, Sub Collector, Tahasil & Block) and Treasury ('Treasury'
      includes, field offices of the Accountant General, with bare minimum staff).
   e) Agriculture and Farmers’ Empowerment Department
   f) Fisheries and Animal Resources Development Department
   g) Cooperation Department
   h) Labour & ESI Department
   i) Electricity, water and sanitation
   j) Municipal bodies-Only staff required for essential services like sanitation, personnel related to
      water supply, etc.
   k) Resident Commissioner of Odisha, in New Delhi with bare minimum staff, for coordinating
      COVID-19 related activities and internal kitchen operations.
l) Forest offices staff/ workers required to operate and maintain zoo, nurseries wildlife firefighting in forests, watering plantations, patrolling and their necessary transport/movement.
m) Departments dealing in Social Welfare
n) Any other department or office or organisation as decided by the Government.

(The above offices should work with minimum number of employees maintaining social/ distance. All other establishments may work from home only. This will be guided by orders of GA&PG Department and other concerned Department issued from time to time)

4. Health Sector:
   a) Hospitals and all related medical establishments, including their manufacturing and distribution units, both in public and private sector, such as clinics, nursing homes, dispensaries, chemists and medical equipment shops, laboratories, ambulance, etc. will continue to remain functional.
   b) Manufacturing units of drugs including AYUSH drugs, pharmaceutical, medical devices, their raw material & intermediates shall be permitted.
   c) Transportation for all medical personnel, nurses, paramedical staff and other hospital support services shall be permitted.
   d) Opening of temporary centres for collection of samples, movement of lab technicians and transportation of samples from the collection centres to the laboratories shall be permitted.

Explanation:
   i. Hospital and related medical services include AYUSH services i.e. sale and distribution of drugs, hospital dispensaries, individual clinics and telemedicine facilities.
   ii. Hospitals include veterinary hospitals; pharmacies (including Jan Aushadhi Kendra and pharmaceutical research laboratories)

5. Commercial and private establishments:
   Commercial and private establishments shall be closed down.

   Exceptions:
   a) Shops, including ration shops (under PDS), dealing with food, groceries, fruits and vegetables, dairy and milk booths, meat and fish, animal feed & fodder, seeds, fertilizers and pesticides including their transportation, warehousing and related activities. However, district authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.

   Explanation: Food and grocery shall mean all items of food and grocery that are usually consumed by people on day to day basis and include, among others, hygiene products such as hand washes, soaps, disinfectants, body wash, shampoos, surface cleaners, detergents, tissue papers, toothpaste, oral care, sanitary pads, diapers, charger and battery cells, etc.
   b) Take away and home delivery restaurants including dhabas.
   c) Home delivery by operators/ online delivery services such as Amazon, Flipkart, Blue Dart, DTQC, Big Basket, Grofers, Urban Clap, Zomato, Myntra, Swiggy, KFC, Pizza Hut, Dominos, Uber Eats, etc.
   d) Home Delivery of all goods through E-commerce/ online platforms
   e) Retailers of food & grocery items such as Big Bazaar, Reliance Fresh, OMFED, OPOLFED, Chilika Fresh, Spencers, etc. They are also allowed to provide home delivery services.
   f) Banks, Insurance offices, and ATMs including IT Vendors for banking operation; Banking Correspondent, ATM operation and cash management agencies
   g) Print, electronic and social media.
   h) Telecommunications, internet services, broadcasting and cable service / DTH
i) IT and IT enabled Services (ITeS)* (as far as possible to work from home).

j) Data and Call Centres.

k) Petrol pumps, LPG, Petroleum and gas retail and storage outlets.

l) Power generation, transmission and distribution units and services.

m) Capital and debt market services as notified by the Securities and Exchange Board of India (SEBI)*

n) Private security services.

*Such establishments should work with minimum staff of about 10% of their staff strength. However, under no circumstances the number of employees attending office shall exceed 25% of the total strength. Other staff should work from their homes.

6. **Industries Sector:**

Industrial Establishments will remain closed.

_Exceptions:_

a. Manufacturing units of essential goods, including drugs, pharmaceutical, medical devices, their raw material & intermediates.

b. Production units, which require continuous process, after obtaining required permission from the State Government.

c. Production, transportation, supply of explosives and activities incidental to mining operations.

d. Any service or establishment dealing with the production, supply or distribution of coal, power, steel or fertilizers.

e. Operation of mines of iron ore, coking coal, thermal coal, limestone, manganese, chromite, bauxite etc. as well as operations of ferroalloys, iron ore, pellet plants etc. which are supply critical raw material for production of steel, aluminum and other metals/ alloys.

f. Manufacturing units of packaging material

g. Industrial Units/ MSME units ensuring workers to stay within the premises/ Industrial Estates and adhering to social distancing norms (including other Govt instructions) as approved by Collectors.

7. **Transport Sector:**

All transport services such as air, rail and, roadways will remain suspended.

_Exceptions:_

a) Transportation of all goods.

b) All goods carriers, whether loaded or unloaded.

c) Fire, law and order and emergency services.

d) Operations of railways, airports and seaports for cargo movement, relief evacuation and their related operational organizations.

e) Inter-state movement of goods/ cargo for inland and exports.

f) Cross land border movement of essential goods including petroleum products and LPG, food products, medical supplies.

g) Transportation for all medical personnel, nurses, paramedical staff and other hospital support services.

h) Transport to and from hospitals within the state. (In special cases, transportation to another state can be allowed with permission of OHS/ Collector/ COMO/ Principal/ Superintendent of Government Medical Colleges.)

i) Private vehicles belonging to persons engaged in organisations / agencies permitted to operate. Such persons should carry appropriate authorization and ID documents.
j) Transport aggregators like OLA cab/ UBER as permitted by C&T (T) Department for transportation of medical personnel/ patients to and from hospitals.

8. **Hospitality Services** to remain suspended.

*Exceptions:*

a) Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.

b) Establishments used or earmarked for quarantine facilities.

9. **Agriculture & Farmers' Empowerment Department:**

The following activities in **agriculture and horticulture sector** are allowed.

a) Agencies engaged in procurement of agriculture including MSP operations. Private individuals and traders in vegetable & fruits (horticulture) supply chain & all vehicles carrying agriculture/ horticulture produce and/or products.

b) 'Mandis' operated by the Agriculture Produce Market Committee, RMCs, PACS; LAMPCS, SHGs, Rural Haats and purchase/ sale of agriculture/ horticulture produce directly from farmers/ group of farmers, FPOs, Cooperatives, etc.

c) All Agriculture, Horticulture & Floriculture operations like:

   a. Sowing, nursery preparation, land preparation, irrigation, planting, harvesting, threshing, processing and packing etc.
   
   b. All post harvesting activities
   
   c. Seed Growing, Distribution and Sale, including transport of raw seed
   
   d. Seed storage, certification, testing, processing, grading and packing in both Govt. and private sectors
   
   e. Allied industries dealing with packing material, seed treatment, chemical supplies etc.
   
   f. Movement of vehicles involving above activities

d) Custom Hiring Centres (CHC)/ Agro Service Centres/ Workshops/ Shops for repairing and spare parts related to farm machinery.

e) Manufacturing units, storage houses and packaging units by wholesalers/ dealers/ retailers of fertilizers, pesticides, seeds and farm machinery.

f) Shops dealing with fertilizers, pesticides and farm machinery/ equipment including their transportation, warehousing and related activities.

g) Cold storage, Warehousing services and Packaging Units including their transportation.

h) Inter and Intra-State movement of agricultural equipment like combined harvester, tractor, power tillers, pump sets, threshers, seed drill and other agriculture/ horticulture implements.

i) Testing laboratories for seeds, soil, fertilizer and pesticides etc.in Agriculture and Horticulture activities.

j) Excavation of farm ponds and construction of water conservation structures

k) Crop cutting experiments / loss assessment for crop insurance.

l) Extension/ demonstration/ developmental and IEC activities in Agriculture and Horticulture sector by all Government Agencies

m) Any other activities incidental to agriculture/ horticulture/ floriculture

10. **Cooperation Department:**

The following activities under the Cooperation Department are allowed.

a. All activities relating to Kharif Crop Loans by Banks including Odisha State Co-operative Bank, District Cooperative Banks, PACS and LAMPCS
b. All activities relating to procurement of pulses and oil seeds by NAFED / MARKFED and agencies allowed by NAFED

c. All activities relating to Rabi Paddy procurement by notified RMCs and Mandis including movement of paddy from villages to Mandi and from Mandi to Buyers' premises.

11. Fisheries and ARD Department

Following activities are allowed:

a. All Animal Husbandry activities.

b. Production, harvesting, procurement, processing, packaging, storage, transportation, distribution and retail of eggs, meat, fish/shrimp, milk and milk products.

c. Manufacturing, transportation, distribution and retailing of cattle feed and fodder, poultry feed, pet feed, fish/shrimp feed or any other livestock feed.

d. Food processing and packaging units.

e. All Veterinary Services through Government veterinary hospitals, dispensaries, mobile veterinary units, Livestock Aid Centres and allied units, private veterinary clinics, and para-veterinarians; Artificial Insemination and Vaccination services; Disease Diagnostic Laboratories, Govt. Livestock and Fodder Farms, Frozen Semen Bank, Biological Product Institutes, veterinary care suppliers and retailers including veterinary medicine stores.

f. Inland, brackish water aquaculture, marine fishery activities, ice factories, aqua laboratories/clinics, seafood quality testing laboratories, movement of fish/shrimp farm technicians, fish/shrimp hatchery operation, fish/shrimp seed production and transportation.

g. Functioning of fishing harbours, fish landing centres, fish auction manufacturing factories, fish net mending sheds and fish drying yards.

h. Functioning of Goshalas and feeding of stray animals.

12. PR & DW Dept.

Following activities are allowed.

a) MGNREGS works.

b) Individual assets creation under various schemes including PMAY, BPGY, Swachh Bharat, etc.

c) Water supply (both stand alone and pipe water supply including installation and repair and maintenance)

13. Forest and Environment Dept. including TDCCOL under ST & SC Development Dept.

Following activities are allowed

a) Pre-Plantation & Nursery Activities

b) Silvicultural operations

c) Creation and maintenance of water bodies

d) Maintenance of plantations

e) Kendu leaf operation

f) Collection, procurement and marketing of NTFPs and MFPs.


All Anganwadi Centres shall remain closed.

Exceptions:

a) Operations of Home for children/ disabled/ senior citizens/ destitute/ women/ widows, Observation homes
b) Distribution of food items and nutrition support by Anganwadi Workers at the door steps of beneficiaries - children, women and lactating mothers.

c) Production and marketing by Self Help Groups and activities of Mission Shakti (as decided by Collectors)

15. All educational, training & coaching institutions etc. shall remain closed.
16. All places of worship shall be closed for public. No religious congregations are permitted, without any exception.
17. All Government, social, political, sports, entertainment, academic, cultural or religious functions/gatherings are barred.
18. All congregations of more than 5 persons are prohibited in public places.
19. In case of funerals, congregation of not more than twenty persons shall be permitted. Social distancing guidelines shall be followed. In case of death of any COVID-19 positive person, appropriate protocol shall be adhered to.
20. All persons who have been directed by health care personnel, all remain under strict home/institutional quarantine for the period as decided by local Health and Family Welfare Authorities, failing which they will be liable to be prosecuted as per law.
21. Wherever exceptions to above containment measures have been allowed, the organisations or employers must ensure necessary precautions against COVID-19 virus, as well as social distance measures, as advised by the Health Department from time to time.
22. Resident Welfare Associations (RWAs) shall take necessary measures for ensuring social distancing and for maintaining essential services. If any violation is found, it shall be the duty of President or Secretary of RWA to inform the local enforcement authorities.
23. Landlords or house-owners or RWAs shall not harass or force any doctors or paramedical staff or healthcare personnel or Police personnel all over the State of Odisha to vacate their rented residences. Such behavior shall amount to obstructing public servant engaged in Disaster Mitigation and essential services in discharging their duties and shall be penalized as per law.
24. Any landlord forcing labourers and students to vacate their premises will be liable for action under the provisions of the Disaster Management Act, 2005 and/or any other Act and strict action shall be taken in such cases.
25. Private establishments (including private security) that support the above services or are linked to the efforts for containment of COVID-19 will remain open.
26. All pregnant women who are expected to deliver in the ensuing months shall be listed, monitored and assisted by field personnel of Department of Health & Family Welfare, to ensure institutional delivery.
27. In order to implement these containment measures, all Tahsildars in the State are designated as Incident Commanders in their respective local jurisdictions. In addition, the Police Commissioner/District Magistrate may deploy additional Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such incident commander. The Incident Commander will issue passes for enabling essential movements as explained.
28. Police Commissioner, Collector, ADM, CDM&PHO, DCP, Sub-Collector, Tahasildar, B.D.O, Municipal Commissioner and Executive Officer of Urban Local Bodies are hereby authorized to take all necessary actions for enforcement and implementation of the aforesaid measures. Local police shall render necessary assistance as and when requisitioned by the aforementioned officers.
29. All enforcing authorities to note that these strict restrictions fundamentally relate to movement of people, but not that of goods.
30. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.

31. Any person violating these containment measures will be liable to be proceeded against as per the provisions of sections 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the Indian Penal Code.

32. If there is any doubt as to whether a service establishment is essential or not, the Collector and District Magistrate/ Municipal Commissioner shall be the competent authority to decide

33. In case of any other doubt, the State Government in R&DM (Disaster Management) Department will issue necessary directions or clarifications.

34. The above containment measures will remain in force, in all parts of the State up to midnight of 30.4.2020.

35. The Chief secretary of the State is authorized to make any further addition or alteration to the order, as and when necessary.

29. Suspension of VHSND and fixed Immunization Day in Sub-Center areas with COVID 19 Positive case (10-Apr-2020)

Letter from Mission Director, NHM, Odisha to the Director, Capital Hospital, Bhubaneswar, the Director, RGH, Rourkela and The CDM & PHOs (30 Districts)

“Sub: COVID - 19: Suspension of Village Health Sanitation and Nutrition Day (VHSND) and fixed Immunization Day in Sub- Center areas with COVID 19 Positive case - Regd.

Ref: Letter No: 3496 dated 03.04.2020 and 3344 dated 25.03.2020 of this Directorate

Madam/Sir,

As you are aware that the World Health Organization has already declared COVID - 19 as global pandemic and lockdown has been imposed in the State in order to curtail the transmission of the disease in the community. It was earlier communicated vide above cited letter to conduct VHSND & Immunization sessions by maintaining social distancing, mobilization of beneficiaries in staggered manner, use of face mask & hand hygiene practice by ANMs & sanitization of weighing scale, thermometer etc after every use.

It is directed that in case detection of COVID 19 Positive case in any part (both Rural & ULB) of the State, the VHSND and Immunization sessions shall be suspended in that concerned Sub - Center (Rural /Urban) area for four weeks.

This has to be treated as TOP MOST URGENT.”

30. Extension of Lockdown (09-Apr-2020)

WHEREAS the national lockdown notified by Ministry of Home Affairs, Government of India under the Disaster Management Act, 2005, is continuing till 14th April, 2020;

AND WHEREAS, the Government of Odisha in Revenue & Disaster Management (Disaster Management) Department, vide Orders No.2035/R&DM(DM) dated 27th March, 2020, No.2056/R&DM(DM) dated 30th March, 2020 and No.2132/R&DM(DM) dated 8th April, 2020, also notified the lockdown in the entire State of Odisha until midnight of 14th April, 2020 with a view to ensuring strict social distancing and isolation to contain the spread of COVID-19;
AND WHEREAS, after thorough evaluation and assessment of the present situation with regard to COVID-19 in the State, it is felt necessary to further extend the period of lock down;

Now, therefore, the Government of Odisha do hereby order that lockdown in the entire State of Odisha with all the stipulations/ instructions/ exceptions contained in the above mentioned orders shall stand extended until midnight of 30th of April, 2020 in public interest.

31. Use of Cloth Face Mask to Help Slow the Spread of COVID-19 (07-Apr-2020)

(Advisory on use of face mask)

It is learnt that a significant portion of individuals with corona virus lack symptoms (asymptomatic) and that even those who eventually develop symptoms (pre-symptomatic) can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, Centre for Disease Control & Prevention (CDC), Atlanta, USA recommends wearing cloth face mask in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.

The use of simple cloth face Masks is advised to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face mask fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Any used cotton cloth including old cotton vest or t-shirt can be used to make this mask. The colour of the mask does not matter. It must be ensured that the fabric is washed well in boiling water, containing 2% salt, for 5 min & dried well, before the mask is made.

How to Wear a Cloth Face Mask

Cloth face masks should

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape
Cloth face masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face masks recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Use of masks are effective only when used in combination with frequent hand cleaning with alcohol-based hand rub or soap and water. The mask must be used and disposed off properly.

**Cleaning of reusable cloth mask:**

They should be routinely washed in soap & warm water depending on the frequency of use.

A washing machine should suffice in properly washing a face mask.

The mask is to be dried under sun for at least 5 hours.

Alternatively the mask is to be boiled in pressure cooker for 10 min or in hot water with salt for 15 min.

As a third alternative the mask may be pressed under iron for 5 min. after washing.

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face mask and wash hands immediately after removing.

**Disposal of used masks**

1. Used mask should be considered as potentially infected medical waste.

   **Hospital setting:** It should be disposed off in the identified infectious waste disposal bag/ covered container with bleach solution (5%) or sodium hypochlorite solution (1%). Health facilities should adopt appropriate Bio-medical Waste Management practices for disposal of used masks.

   **Community settings:** Where medical waste management protocol cannot be practiced, it may be stored in a covered container with bleach solution (5%) and then disposed off either by burning or deep burial.

   1. **Triple layer mask should not be re-used:** Masks used by patients / care givers/ close contacts during home care should be kept in a covered bin after use with bleach solution (5%) or sodium hypochlorite solution (1%) or
appropriate concentration of Quaternary Ammonium household disinfectant and then disposed off either by burning or deep burial.

2. **Reusable cloth facemask: Final Disposal**: Masks used by persons in community should be disinfected using ordinary bleach solution (5%) or sodium hypochlorite solution (1%) or appropriate concentration of Quaternary Ammonium household disinfectant and then disposed off either by burning or deep burial during final disposal.

**How to Prepare Cloth Mask to Help Slow the Spread of COVID-19**

**Sewn Cloth Face Mask**

**Preparation**

**Materials**

Two 10”x6” rectangles of cotton fabric

Two 6” pieces of elastic (or rubber bands, string, cloth strips, or hair ties)

Needle and thread (or bobby pin)

Scissors

Sewing machine

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**Tutorial**

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

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Quick Cut T-shirt Face Mask (no sew method)
Materials
T-shirt
Scissors
Tutorial

Bandanna Face Mask (no sew method)
Materials
Bandana (or square cotton cloth approximately 20”x20”)
Coffee filter
Rubber bands (or hair ties)
Scissors (if you are cutting your own cloth)
1. Cut coffee filter

2. Place rubber bands or hair ties about 6 inches apart.

3. Fold filter in center of folded bandanna. Fold top down, fold bottom up.

4. Fold side to the middle and tuck.

5. Place rubber bands or hair ties about 6 inches apart.

6. Fold side to the middle and tuck.

7. Wear mask.
32. **Complete shutdown in Bhubaneswar City, Cuttack City and Bhadrak Town for 48 hours (03-Apr-2020)**

Whereas it is imperative to adopt strict social distancing and isolation measures to contain the spread of COVID-19, which is playing havoc in many countries across the world, including India.

And Whereas, the Government Odisha, vide Revenue & DM (Disaster Management) Department Notification No.1706/R&DM(DM) dated 13th March 2020, has declared COVID-19 as a 'Disaster' under section 2(d) of the Disaster Management Act, 2005 for the State of Odisha;

And Whereas, the Government of Odisha, in exercise of powers conferred under section 2 of the Epidemic Disease Act, 1897 and the Odisha COVID-19 Regulation, 2020 has ordered lockdown of the entire State till midnight of 14thApril 2020;

And whereas, detection of six numbers of COVID-19 cases in Bhubaneswar Municipal Corporation area, Cuttack Municipal Corporation area and Bhadrak Municipality area require aggressive contact tracing, quarantine, testing and isolation as well as containment in the interest of health of general public;

And whereas, the State Disaster Management Authority (SDMA) authorized the Chief Secretary of the State to make any addition or alteration to the Order No.2035/R&DM(DM) dated.27.03.2020 on measures for containment of COVID-19 in the State;

Now therefore, the State Government do hereby order for **complete shutdown from 8 PM of 03.04.2020 (Friday) to 8 PM of 05.04.2020 (Sunday)** in Bhubaneswar City, Cuttack City and Bhadrak Town as detailed below: 

(i) **Bhubaneswar Municipal Corporation and the following Gram Panchayat/ Village areas:***

1. Basuaghai
2. Sishupal
3. Lingipur
4. Ransinghpur
5. Tamando
6. Malipada
7. Andharua
8. Kalarahanga
9. Raghunathpur
10. Barimunda
11. Daruathenga/Chandaka
12. Dhauli
13. Jania
14. Sijua

**Balakati**
15. Balakati(Pratapsaan)
16. Baliana
17. Jagannathpur

**Jatni**
18. Pradhansahi
(ii) Cuttack Municipal Corporation area; and
(iii) Bhadrak Municipality area.

During this shutdown period, the guidelines issued earlier vide Order No.2035/R&DM (DM) dated 27.03.2020 and No.2056/R&DM (DM) dated 30.03.2020 and any other order issued by Govt. in contravention to this order, shall remain suspended. All offices, shops and establishments in the above areas shall remain closed, except:

a) Hospitals
b) Police, Fire and Ambulance
c) Telecom services identified by Secretary, Electronics & IT Dept.
d) Petrol pumps identified by respective Municipal Authorities
e) Railways and Airport for Cargo operation
f) Electronic Media identified by Commissionerate/District Police
g) IT/ITES/Call Centers relating to COVID-19 management(other IT/ITES as identified by Secretary, E&IT Dept.)
h) Water Supply, sanitation and sewerage workers of respective municipal authorities
i) Electricity supply and distribution
j) Medicine stores as identified by respective Municipal authorities/ Drug Controller
k) Movement of goods vehicles, loaded or unloaded
l) COVID-19 tracing, testing, quarantine, isolation and containment related movements allowed by Health & Family Welfare Department

All movement passes issued by any authority stand SUSPENDED during this shutdown. If required, fresh passes shall be issued by Principal Secretary, Home Department; Commissioner Police, Bhubaneswar-Cuttack; Commissioner BMC; Commissioner CMC and Collector & DM/SP, Bhadrak during the shutdown period.

Any violation of this order shall entail prosecution under the penal provisions of Disaster Management Act, 2005 and IPC.

The Commissioner Police, Bhubaneswar-Cuttack, Commissioner BMC, Commissioner CMC and Collector & DM/SP, Bhadrak are authorized to issue any further instructions/restrictions to enforce complete shutdown in their respective areas
33. **Lockdown Order (27-Mar-2020)**

Whereas, the Government of Odisha, in exercise of powers conferred under section 2 of the Epidemic Disease Act, 1897 and the Odisha COVID-19 Regulation, 2020 has ordered lockdown of the entire State till 9 pm of 29th March 2020; and

And Whereas, the National Disaster Management Authority (NDMA), Government of India in exercise of powers conferred under section 6(2)(i) of the Disaster Management Act, 2005 has directed the State Governments / State Authorities to take measures for ensuring social distancing so as to prevent the spread of COVID-19 and directed the National Executive Committee constituted under the said Act to issue necessary guidelines in this regard; and

And Whereas, the National Executive Committee in pursuance of the said order of the NDMA and in exercise of its power under section 10(2)(i) of the Disaster Management Act, 2005 has issued necessary guidelines to the State Governments vide its order No.40-3/2020-DM-I(A) dated 24th March, 2020;

Now, therefore, in pursuance of the said order of the NDMA, Government of India, the State Government do hereby order lockdown in the entire State of Odisha until midnight of 14th April, 2020 with a view to ensure strict social distancing and isolation to contain the spread of COVID-19.

The lockdown will have the following stipulations:

1. People are required to stay at home and come out only for basic services while strictly following the social distancing guidelines and any other order(s)/ instruction(s) issued by the appropriate authorities from time to time.


   Exceptions:

   Defence, Central Armed Police Forces, Treasury, public utilities (including petroleum, CNG, LPG, PNG), disaster management, power generation and transmission units, post offices, National Informatics Centre, early warning agencies.

   (a) Term ‘Treasury’ includes, pay & Accounts Offices, Financial Advisers and field offices of the Controller General of Accounts, with bare minimum staff.

   (b) Customs clearance at ports/ airport/land border; GSTN; and MCA 21 Registry, with bare minimum staff.

   (c) Reserve Bank of India and RBI regulated financial markets and entities like NPCI, CCIL, payment system operators and standalone primary dealers, with bare minimum staff.

3. Offices of the Government of Odisha, its Autonomous Bodies, Corporations, etc. shall remain closed.

   Exceptions:

   (a) Police, Home Guards, Civil Defence, Fire and Emergency services, Disaster management, and Prisons.
(b) District administration (Collector, Sub Collector, Tahasil & Block) and Treasury (term ‘Treasury’ includes, field offices of the Accountant General, with bare minimum staff).

c) Health Department and all its subordinate offices including corporations/ societies.

d) Electricity, water, sanitation.

e) Municipal bodies—Only staff required for essential services like sanitation, personnel related to water supply, etc.

f) Resident Commissioner of Odisha, in New Delhi with bare minimum staff, for coordinating COVID-19 related activities and internal kitchen operations.

g) Forest offices staff/ workers required to operate and maintain zoo, nurseries wildlife firefighting in forests, watering plantations, patrolling and their necessary transport/ movement.

h) Social Welfare Department, with bare minimum staff, for operations of Home for children/disables/senior citizens/ destitute/ women/widows, Observation homes and pensions.

(i) Any other Department(s)/ Office(s) notified from time to time by State Government.

The above offices mentioned as exception under Clause 1 & 2 should work with minimum number of employees. All other offices may continue to work from home only.

4. Hospitals and all related medical establishments, including their manufacturing and distribution units, both in public and private sector, such as dispensaries, chemist and medical equipment shops, laboratories, clinics, nursing homes, ambulance, etc. will continue to remain functional. The transportation for all medical personnel, nurses, paramedical staff and other hospital support services shall be permitted.

(Hospitals include veterinary hospitals; pharmacies (including Jan Aushadhi Kendra) and pharmaceutical research labs.)

5. Commercial and private establishments shall be closed down.

   Exceptions:

(a) Shops, including ration shops (under PDS), dealing with food, groceries, fruits and vegetables, dairy and milk booths, meat and fish, animal feed & fodder, seeds and pesticides including their transportation, warehousing and related activities. However, district authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.

(b) Take away and home delivery restaurants including dhabas. Home delivery by operators/ online delivery services such as Amazon, Flipkart, Swiggy, Zomato, Myntra, KFC, Pizza Hut, Dominos, Uber Eats, Blue Dart, DTDC, Big Basket, Grofers, Urban Clap, etc.

(c) Delivery of all essential goods including food, pharmaceuticals, medical equipment through E-commerce.

(d) Retailers of food & grocery items such as Big Bazaar, Reliance Fresh, OMFED, OPOLFED, Chilika Fresh, Spencers etc. They are also allowed to provide home delivery services.

(e) Banks, insurance offices, and ATMs including IT Vendors for banking operation; Banking Correspondent and ATM operation and cash management agencies.

(f) Print, electronic and social media.
(g) Telecommunications, internet services, broadcasting and cable services/ DTH. IT and IT enabled Services (ITeS) (as far as possible to work from home).

(h) Petrol pumps, LPG, Petroleum and gas retail and storage outlets.

(i) Power generation, transmission and distribution units and services.

(j) Data and Call Centres.

(k) Capital and debt market services as notified by the Securities and Exchange Board of India (SEBI).

(l) Cold storage, Warehousing services and Packaging Units including their transportation.

(m) Private security services.

All other establishments may work from home only.

6. Industrial Establishments will remain closed.

Exceptions:

(a) Manufacturing units of essential goods, including drugs, pharmaceutical, medical devices, their raw material & intermediates.

(b) Production units, which require continuous process, after obtaining required permission from the State Government.

(c) Production, transportation, supply of explosives and activities incidental to mining operations.

(d) Any service or establishment dealing with the production, supply or distribution of coal, power, steel or fertilizers.

(e) Operation of mines of iron ore, coking coal, thermal coal, limestone, dolomite, manganese, chromite, bauxite etc. as well as operations of ferroalloys, iron ore pellet plants etc. which are supply critical raw material for production of steel and aluminum.

(f) Manufacturing units of packaging material for food items, drugs, pharmaceutical and medical devices and other essential commodities.

7. All transport services such as air, rail and roadways will remain suspended. Private vehicles will not be allowed to ply during the lockdown period except those belonging to persons engaged in organisations/ agencies permitted to operate. Such persons should carry appropriate authorization and ID documents.

Exceptions:

(a) Transportation of all goods. All goods carriers, whether loaded or unloaded.

(b) Fire, law and order and emergency services.

(c) Operations of railways, airports and seaports for cargo movement, relief and evacuation and their related operational organizations.

(d) Inter-state movement of goods/ cargo for inland and exports.

(e) Cross land border movement of essential goods including petroleum products and LPG, food products, medical supplies.

(f) Transport to and from hospitals.
8. Hospitality Services to remain suspended.

Exceptions:

(a) Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.

(b) Establishments used or earmarked for quarantine facilities.

9. All educational, training, research, coaching institutions, etc. shall remain closed.

10. All places of worship shall be closed for public. No religious congregations will be permitted, without any exception.

11. All Government, social, political, sports, entertainment, academic, cultural or religious functions/gatherings shall be barred.

12. All congregations of more than 5 persons are prohibited in public places.

13. In case of funerals, congregation of not more than twenty persons will be permitted. Social distancing guidelines are to be followed.

14. All persons who have arrived into India after 15.02.2020 and such other persons, who have been directed by health care personnel, shall remain under strict home/institutional quarantine for the period as decided by local Health Authorities, failing which they will be liable to be prosecuted as per law.

15. Wherever exceptions to above containment measures have been allowed, the organisations or employers must ensure necessary precautions against COVID-19 virus, as well as social distance measures, as advised by the Health Department from time to time.

16. Resident Welfare Associations (RWAs) shall take necessary measures for ensuring social distancing and for maintaining essential services. If any violation is found, it is the duty of President or Secretary of RWA to inform the local enforcement authorities.

17. Landlords or house-owners or RWAs shall not harass or force any doctors or paramedical staff or healthcare personnel all over the State of Odisha to vacate their rented residences. Such behavior will amount to obstructing public servant engaged in Disaster Mitigation and essential services in discharging their duties and shall be penalized as per law, as mentioned in Clause 25 of this order.

18. Private establishments (including private security) that support the above services or are linked to the efforts for containment of COVID-19 will remain open. If there is any doubt as to whether a service establishment is essential or not, the Collector and District Magistrate/ Municipal Commissioner shall be the competent authority to decide.

19. All Employers shall make payments of wages/salaries to workers/employees, including those working on contractual and outsourcing basis during the lockdown period.

20. All pregnant women who are expected to deliver in the ensuing months shall be listed, monitored and assisted by field personnel of Department of Health & Family Welfare, to ensure institutional delivery.

21. In order to implement these containment measures, all Tahsildars in the State are designated as Incident Commanders in their respective local jurisdictions. In addition, the Police Commissioner/District Magistrate may deploy additional Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such incident commander. The Incident Commander will issue passes for enabling essential movements as explained.

22. Police Commissioner, Collector, ADM, CDM&PHO, DCP, Sub-Collector, Tahasildar, B.D.O, Municipal Commissioner and Executive Officer of Urban Local Bodies are hereby authorized to
take all necessary actions for enforcement and implementation of the aforesaid measures. Local police shall render necessary assistance as and when requisitioned by the aforementioned officers.

23. All enforcing authorities to note that these strict restrictions fundamentally relate to movement of people, but not that of goods.

24. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.

25. Any person violating these containment measures will be liable to be proceeded against as per the provisions of sections 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the Indian Penal Code.

26. In case of any doubt, the State Government in R&DM (Disaster Management) Department will issue necessary directions or clarifications.

27. The above containment measures will remain in force, in all parts of the State up to midnight of 14.4.2020.
34. Facilitation for ensuring supply of essential goods and services

A. Functioning of Control Room


In this difficult time of nationwide lockdown, a lot of Odias are stranded in different parts of the country unable to return home. They are facing tremendous difficulties and uncertainties. The Hon’ble Chief Minister has addressed a letter to all his counterparts as well as the Govt. of India with a suggestion that the State Governments should take care of each people and the payment could be reimbursed later. We have offered to host the stranded people from other states in Odisha so that they are not put to difficulties. Accordingly, all the Collectors have been directed.

For coordination and assistance, following three control rooms have been made. The purpose of it is coordinate the State effort in the government

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Designated Officer</th>
<th>Control Room details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Sanjeev Chopra, Principal Secretary, Home Department</td>
<td>Home Department 0674-2392115 (15 lines) / 9438915986 Email: <a href="mailto:homesec.od@nic.in">homesec.od@nic.in</a></td>
</tr>
<tr>
<td>2.</td>
<td>Smt. Anu Garg, IAS, Principal Secretary, Labour &amp; ESI Dept.</td>
<td>1800 34567 03 <a href="mailto:scc.migrantworkers@gmail.com">scc.migrantworkers@gmail.com</a></td>
</tr>
<tr>
<td>3.</td>
<td>Shri Sanjib Mishra, IAS Resident Commissioner, Odisha Bhawan, 4, Bordoloi Marg, Chanyakpuri, New Delhi-21</td>
<td>011-23018488 Email: <a href="mailto:re.odisha@gmail.com">re.odisha@gmail.com</a></td>
</tr>
</tbody>
</table>

Now, it is felt necessary to have a Control Room at New Delhi at Resident Commissioner's Office, the details of which are as under:

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Designated Officer</th>
<th>Control Room details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Shri Sanjib Mishra, IAS Resident Commissioner, Odisha Bhawan, 4, Bordoloi Marg, Chanyakpuri, New Delhi-21</td>
<td>011-23018488 Email: <a href="mailto:re.odisha@gmail.com">re.odisha@gmail.com</a></td>
</tr>
</tbody>
</table>

This comes into immediate effect. The Principal Secretary, Home Department will be the overall coordinator of our efforts, who will periodically inform the government of the action taken.

II. Control Room to monitor issues with regard to implementation of Lockdown (26-Mar-2020)

a. In view of the COVID-19, it has been decided that a Control Room {0674-2392115 / 9438915986} shall function in the Home Department round the clock w.e.f. 26.03.2020.

b. The Control Room will monitor issues with regard to the implementation of lockdown.

c. Issues pertaining to Odias elsewhere in the country can also be raised with the Control Room.
d. Shri Amitabh Thakur, IPS, IGP (Operations) shall supervise the overall functioning of the Control Room

B. Coordinators - For identifying and ensuring uninterrupted availability of essential goods and services in respective sectors (25-Mar-2020)

Senior Officers are designated as Coordinators, for identifying and ensuring uninterrupted availability of essential goods and services in the sectors as detailed below.

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Goods &amp; Services</th>
<th>Coordinator</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Industry and Mines, medicines and healthcare</td>
<td>Shri Hemani Kumar Sharma, Principal Secretary, Industries</td>
<td>0674-2536640/2391384 9438907001 /9437062602 <a href="mailto:indsec.or@nic.in">indsec.or@nic.in</a></td>
</tr>
<tr>
<td>2.</td>
<td>Telecom &amp; IT/ITES, Cable &amp; DTH</td>
<td>Shri Manoj Mishra, Secretary, E&amp;IT</td>
<td>0674-2567584 937231000 <a href="mailto:it.sec.or@nic.in">it.sec.or@nic.in</a></td>
</tr>
<tr>
<td>3.</td>
<td>Food including vegetables, all cereals, pulses, milk, fish and all other livestock. Petroleum &amp; LPG.</td>
<td>Sri Surendra Kumar, Principal Secretary, Water Resources</td>
<td>0674- 2536764/ 2323014 9437152002 <a href="mailto:Wrsec.or@nic.in">Wrsec.or@nic.in</a> <a href="mailto:surendrakumar1966@nic.in">surendrakumar1966@nic.in</a></td>
</tr>
<tr>
<td>4.</td>
<td>Agriculture, Horticulture, Seeds, equipment, etc</td>
<td>Dr. Saurabh Garg, Principal Secretary, Agriculture &amp; FE</td>
<td>0674-2391325 9868833666 <a href="mailto:agrsec.or@nic.in">agrsec.or@nic.in</a></td>
</tr>
<tr>
<td>5.</td>
<td>Electricity, Water and Municipal Services</td>
<td>Shri G. Mathivathanan, Principal Secretary, Housing &amp; Urban Development</td>
<td>0674 - 2590771/ 2397622 9437095067 <a href="mailto:udsec.or@nic.in">udsec.or@nic.in</a></td>
</tr>
</tbody>
</table>

The Coordinators designated above will implement these exemptions in conjunction with Home Department/ State Police/ District Administration so that the transportation and distribution of the above mentioned commodities, both in the wholesale and retail sectors, are carried out smoothly. They will examine the effect of lockdown on the supply chain from the source to the retail and take ameliorative steps to restore normalcy.

The Coordinators will report to Chief Secretary daily at 6 pm in person.

C. State Level Monitoring Unit on Goods & Services (SALAM) (22-Mar-2020)

In view of restrictions imposed by Govt. for management of COVID-19 and for monitoring and smooth facilitation of movement of goods into the state and within the State, Government of Odisha hereby constitutes a STATE LEVEL MONITORING UNIT ON GOODS AND SERVICES (SALAM), with immediate effect, as under:

- Principal Secretary, Dept. of Water Resources, as Head of the Unit
- Principal Secretary, Dept of Housing & Urban Development
Transport Commissioner
Commissioner of Commercial Taxes
Commissioner-cum-Secretary, Dept. of Food Supplies and Consumer Welfare
Director Special Projects
An AOG rank officer of Odisha Police, to be nominated by DGP

The Unit will carry out the following:

- Assess requirements and monitor flow of goods and take immediate actions to remove bottlenecks if any.
- Create a platform to facilitate traders and transporters to air their issues and resolve the same.

35. **Movement of Permitted Goods / Individuals delivering essential goods and services**

A. **Direct cash transfer to women PMJDY account holders under PM Garib Kalyan Package in the light of COVID-19 pandemic (02-Apr-2020)**

Letter from Deputy Secretary to Government to All Collector & District Magistrates/ All Superintendents of Police/ The Deputy Commissioner of Police, Bhubaneswar/Cuttack

“Sub: Direct cash transfer to women PMJDY account holders under PM Garib Kalyan Package in the light of COVID-19 pandemic

Madam/Sir,

In enclosing herewith letter No. 21(23)/2014-FI (Mission) dated 01.04.2020 received from Joint Secretary, DFS, Ministry of Finance, Govt. of India on the captioned subject, I am directed to request you to extend support to the banks in arranging orderly disbursement of money to the beneficiaries by providing suitable security arrangement at branches, BC kiosks and ATMs as per the schedule.

This may be treated as MOST URGENT”
No. 21(23)/2014-FI (Mission)
Government of India
Ministry of Finance
Department of Financial Services

3rd floor, Jeevan Deep Building
Sansad Marg, New Delhi – 110 001
Dated: 01.04.2020

To

1. Chairman of State Bank of India
2. MD & CEOs of all Public Sector banks and major Private Sector Banks

Subject: Direct cash transfer to women PMJDY account holders under PM Garib Kalyan Package in the light of COVID-19 pandemic

Sir/Madam,

Please refer to the announcement made by the Hon’ble Finance Minister on 26.3.2020 regarding ex-gratia payment of Rs. 500/- per women PMJDY account holders, for next three months, under the PM Garib Kalyan Package.

2. In this regard, it is intimated that Ministry of Rural Development, Government of India, is releasing the lump sum amounts @ Rs500/- per women PMJDY account holder (as per number of such accounts intimated by banks), for April 2020, and the same are expected to be credited to the designated accounts of individual banks on 2nd April 2020 morning.

3. In order to maintain social distancing and orderly withdrawal of money by beneficiaries, it would be appropriate to stagger the arrival of account-holders at branches, BCs and ATMs for withdrawal of the money. In this regard, the following schedule of disbursement may be followed based on the last digit of the account number of the beneficiary:

<table>
<thead>
<tr>
<th>Women PMJDY accountholders account number with last digit as</th>
<th>Date on which amount could be withdrawn by the beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 or 1</td>
<td>3.4.2020</td>
</tr>
<tr>
<td>2 or 3</td>
<td>4.4.2020</td>
</tr>
<tr>
<td>4 or 5</td>
<td>7.4.2020</td>
</tr>
<tr>
<td>6 or 7</td>
<td>8.4.2020</td>
</tr>
<tr>
<td>8 or 9</td>
<td>9.4.2020</td>
</tr>
</tbody>
</table>

After 09.04.2020, the beneficiaries may go to the branch or BC on any date as per normal banking hours.

4. Banks may accordingly, phase out the credit to beneficiary accounts. The above schedule may also be intimated to the beneficiaries through sms intimation as per the following text:

“We care for you. Under Pradhan Mantri Garib Kalyan Package, a sum of Rs.500/- pm has been deposited in the a/c of Women Jan Dhan Yojana Beneficiaries for the month of April 2020. Pl contact your Branch/ Bank Mitra tomorrow/ on ___(date) to avoid inconvenience. Stay safe stay healthy!"

(Bank may choose the appropriate option from the underlined text)
5. In addition to sms messages as per the above text, local publicity (through local channels/ print media/ cable operators/ local radio/ other channels) may also be carried out making clear that the money credited to the accounts is available for withdrawal when required and that if the beneficiary needs to draw the money immediately, she may approach the bank branch or BC as per the schedule mentioned in para 3 above. It may be emphasised that the schedule has been drawn up in the interest of orderly disbursement while maintaining social distancing.

6. In this context, SLBC convenors may immediately contact the State Governments, apprise them of the staggering plan and seek their support for suitable security arrangements at branches, BC kiosks and ATMs. The State Government may also be requested to issue suitable instructions to the District administration and police authorities to support the banks in arranging orderly disbursement of money to the beneficiaries and in carrying out local publicity.

6. Suitable instructions in this regard may also be issued to Branch officials and Business Correspondents.

Yours faithfully,

(Suchandra Misra)
Joint Secretary
Tel no 011- 23745151

Copy to:

GM, SLBC Convenors
B. Management of GP and ULB level free kitchens by WSHGs during lockdown on account of COVID-19 (30-Mar-2020)

a. Honourable Chief Minister has announced that free kitchens will be opened in every GP of the state to provide cooked meals to needy people like the poor, sick, elderly, indigent and the destitute during this lockdown on account of COVID-19. WSHGs have a big role to play in the management of these free kitchens.

b. It is, therefore, intimated that the ICDS and Mission Shakti functionaries should extend all required support to the SHGs engaged for smooth preparation and distribution of cooked food in close coordination with the district and local administration. It shall be ensured that the SHGs observe all counter corona advisories like regular hand washing, maintaining social distancing and hygiene while preparing and distributing food to the people.

c. Arrangements may also be made among the sector supervisors and other field officials under your jurisdiction to regularly monitor the programme. In no case should there be crowding either during preparation of meals or serving.

d. A daily status report on number of GP/ ULB level free kitchen centers, no of SHGs engaged, name and address of the group, contact number and number of meals served etc shall be shared with this Directorate for record.

C. Timely payment of salary and wages to the employees of ULBs and outsourced workers on the eve of COVID-19 pandemic (30-Mar-2020)

Letter from D.M.A & Ex-Officio Addl. Secretary to Government to The Commissioner, All Municipal Corporations, The Executive Officer, All Municipalities & NACs

“I would like to invite reference to the subject cited above and in this connection, I am directed to say that as we all are passing through a tough time it is but necessary to pay the salary/wages/remuneration to the employees and outsourced workers in time.

It is, therefore, directed that the salary to the ULB employees may be paid on or before 1st April’ 2020. Similarly, due care should be taken to pay the wages/dues of outsourced workers immediately, most particularly to the sanitation workers, as they are the most vulnerable sections who are facing daunting task and challenging time.”


Letter from Special Relief Commissioner & Additional Chief Secretary to Govt. (Disaster Management) to All Collectors

a. 30-Mar-2020 (Letter No.2053)

“Ref: This office letter No.2040 dated 28.3.2020 and L. No.2045 dated 29.03.2020

Sir,

In continuation of the letter cited above, I am to say that in order to mitigate the hardship of the sick, indigent and destitute persons in rural areas due to lock-down imposed to contain the COVID-19, it has been decided by the Government to provide food (hot cooked meals and dry ready-to-eat) to all poor and needy sick, indigent and destitute persons @ Rs.60/- per adult per day and Rs.45/- per child (up to 12 years of age) per day.
At least two meals per day may be provided to such people. This arrangement may continue till lifting of the lock down. The other provisions and procedures outlined in above letters under reference shall be followed. The cost towards this arrangement shall be met out of State Disaster Response Fund (SDRF), which will be allotted to you in due course. However, the Collectors/BDOs are authorised to incur expenditure from available funds under any scheme.”

b. 29-Mar-2020 (Letter No.2045)

“Ref: This office letter No.2040 dated 28.3.2020
Sir,
Please refer to the letter cited above in which it has been instructed to make necessary provision of food for Sick, Indigent and Destitutes in Rural Areas due to lock-down to prevent spread of COVID-19 with effect from 29th March, 2020 till 14th April, 2020. While implementing the same, please ensure that a register is maintained at the GP level in format-I indicating the people provided with food. The name of the persons with other details will be entered everyday in the register and the number intimated to the Block. The BDOs shall immediately provide GP-wise information to the district and the District office will compile the same and send a daily report in format-II to this Department by 4 PM though email to srcodishagov@gmail.com. Implementation of this may also be supervised by Senior Officers of the district.

Format-I
Register of persons identified and provided with food during lock down in the wake of COVID-19

<table>
<thead>
<tr>
<th>Date</th>
<th>Sl. No.</th>
<th>Name of the person</th>
<th>Male/ Female</th>
<th>Adult/ Child below 12 yrs.</th>
<th>Address</th>
<th>Category (i.e., sick/ indigent/ destitute/ If any other, specify)</th>
</tr>
</thead>
</table>

Format-II
Report on of persons provided with food during lock down in the wake of COVID-19

Name of the District: ___________________________ Date: ___________________________

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Block</th>
<th>No. of GPs covered</th>
<th>No. of persons covered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Adult</td>
</tr>
</tbody>
</table>

“c. 28-Mar-2020 (Letter No. 2040)

“It has come to the notice of the Government that due to lock-down in the state to prevent spread of COVID-19, many sick, indigent and destitute persons in rural areas are not able to get their food. Hence, in order to avoid any starvation, the Government has decided to provide cooked food to all such persons through free kitchen or otherwise once a day around noon with effect from 29th March 2020 till 14th April, 2020 at an expenditure of Rs.30 per person per day.

You are, therefore, requested to take immediate action to identify all sick, indigent, destitute persons and other people without food in rural areas (GP-wise) and make
arrangements to provide hot cooked meal to them. The BDOs may take up the work through the Gram Panchayat, who shall utilize the services of WSHGs for the same. The BDOs are authorised to organise food up to 100 persons per Gram Panchayat. However, in case, there are more such people in a GP, he may specifically order for additional number giving due justification.

The food should be cooked at some place(s) through SHGs maintaining due hygiene and delivered to such persons. Prescribed norms of social distancing shall be strictly observed while preparing/ distributing the food. Taking food at one place by all beneficiaries is not allowed.

The provision of food as mentioned above will start from 29th March, 2020 without fail. The required funds for the purpose will be placed with you from SDRF in due course. Pending receipt of funds, the Collectors/ BDOs are authorised to incur expenditure from available funds under any scheme.”

E. Supply of cattle feed, poultry feed, fish feed and other livestock feed (28-Mar-2020)

a. It is observed that farmers are not able to purchase adequate quantities of cattle feed, poultry feed, fish feed and other livestock feed. Uninterrupted supply and distribution of livestock feed is of utmost importance for continuance of the production of essential commodities like meat, egg, milk and fish.

b. Hence all retailers and shops dealing with cattle feed, poultry feed, pet feed, fish feed and other livestock feed should be allowed to operate.

c. Further the grocery shops may also be allowed to market various livestock feed for easy public access.

d. The necessary vehicle passes should be issued by the respective Urban Local Bodies/ Chief District Veterinary Officers

F. Temporary Shelters of Migrants (28-Mar-2020)

1. Due to the state wide lockdown declared in the state of Odisha in the wake of CoViD-19, a large number of migrant workers inside and outside the state of Odisha have decided to leave their workplace and return to their hometowns/ villages.

2. Due to the lockdown and stopping of public transport arrangements, it is hereby directed that the District Collectors and Municipal Commissioners may use the closed down school and hostel buildings as temporary shelters to house such stranded migrant labourers in their districts/ municipal corporations and make all basic amenities available to them till the lockdown period is over, following social distancing guidelines.

G. Allowing of SEBI regulated Stock Market entities to commute to and from office during lock down (26-Mar-2020)

Letter from Special Secretary-cum-DIF to The Commissioner of Police, Cuttack-Bhubaneswar Police Commissioner

“In inviting a reference to the subject cited above, I am directed to attach herewith a communication dated 24.03.2020 received from Deputy General Manager, SEBI, Bhubaneswar Local' Office, IDCOL House, Bhubaneswar with enclosures and request that the Core Officials of SEBI and Stock Exchange, Bhubaneswar may be allowed to commute to and from the office to ensure smooth functioning of the financial market institutions.”
H. To provide emergency banking facilities through mobile ATMs and Business Correspondents at fixed points in Gram Panchayats during the period of COVID-19 (26-Mar-2020)

Letter from Special Secretary-cum-DIF to The General Manager, UCO Bank- Cum - Convener, SLBC, Odisha

“I am directed to intimate you that during this lockdown period due to COVID-19 (Corona Virus) all the rural people should get normal banking facilities. I request you to deploy mobile ATMs and mobile Vans with Micro ATMs and PoS machines for cash withdrawal by general public at important locations in rural areas. All Public Sector/ Private Sector/ Regional Rural Banks and Odisha State Cooperative Bank may be instructed to provide this facility for withdrawal of cash through mobile ATMs and mobile Vans with Micro ATMs and PoS machines.

Further Controlling Heads of all banks may be requested to deploy the existing Business Correspondents at fixed points in Gram Panchayats with adequate cash and Micro ATMs and PoS machines for smooth withdrawal of cash. All banks must ensure proper precautions including social distance and providing sanitiser and mask to the concerned Business Correspondents and mobile ATM staff.

The LDMs in consultation with Local Administration may deploy the mobile ATMs and mobile Vans with Micro ATMs and PoS machines, Action taken by each LDM on this activity be reported daily to SLBC, Odisha for reference.

This may be treated as Most Urgent.”

I. Opening of Dhabas (25-Mar-2020)

To facilitate smooth Inter/Intra State movement of goods, the road side Dhabas, vehicle repair shops, spare part shops which are located alongside the National and State highways must be opened at the rate of 1 every 20 Kilometers or as deemed fit by the District Administration, taking due care that it is located away from the Towns and cities. Collectors to decide and grant permission accordingly through the CSOs/RTOs. Superintendents of Police are advised to personally ensure that there is facilitation in this regard. No goods vehicle, carrying essential, Non-essential or empty shall be stopped by Police or any other authority. No passes are required for any goods vehicle across Odisha including Bhubaneswar & Cuttack. Highway patrol will ensure that there is no congregation at any particular Dhabas. Also that except goods carriers, none other persons are allowed.


a. In order to facilitate uninterrupted supply of Meat, egg, fish, fish feed, fish seed and livestock feed etc free movement of personnel and vehicles involved in the supply chain of these commodities, are of paramount importance.

b. Accordingly, the Urban Local Body/ officers authorized by F&ARD Department are hereby authorized to issue vehicle passes for free movement of personnel and vehicles involved in supply chain of these products
K. Authorization of Urban Local Body/OMFED Dairy Plant Managers to issue vehicle passes (25-Mar-2020)
   a. The procurement, processing, storage, transportation, distribution and marketing of milk and milk products are of paramount importance.
   b. Accordingly, the movement of personnel and vehicles involved in the supply chain of milk and milk products should be provided unrestricted and unhindered movement.
   c. Accordingly, the Urban Local Body/OMFED Dairy Plant Managers are hereby authorized to issue vehicle passes for free movement of personnel and vehicles involved in milk supply chain.

L. Trade License Certificate to be used as valid document (24-Mar-2020)

Feedback is being received that essential commodity traders, their vehicles and their personnel are being stopped by the Police during their movement which is causing disruption in availability of essential commodities. It has also been reported that after delivering the goods, upon return journey, the vehicles are being stopped and are not allowed to move. Such phenomenon is more pronounced in the Urban areas. It is also learnt that in the Urban areas, trade licenses are issued to the shopkeepers by the respective Urban Local Bodies.

In order to resolve such bottleneck following process is prescribed
   a. The trade License holder shall photocopy the trade license and on the reverse of the same shall certify with his signature and/or stamp the name of the person/s who have been employed by him for his shop/trade.
   b. Such certificate he shall hand over to each of his employees.
   c. In case of his vehicle such certificate shall be handed over to the driver/helper of the vehicle mentioning the vehicle number. The vehicle shall be allowed to move freely even in return journey and shall not be stopped or obstructed until any unlawful activity is noticed.
   d. The employee concerned shall carry a valid id proof to enable police to ascertain the identity of such person.
   e. Police shall honour such document and allow uninterrupted movement for all such persons. It is requested that all SPs may issue instructions to the field officials in this regards.

M. Home delivery of pension and PDS to beneficiaries (24-Mar-2020)
   a. Under Section 2 of the Epidemic Disease Act, 1897 and the Odisha COVID-19 Regulation, 2020, the Government of Odisha empowers all Collector and District Magistrates, all Municipal Commissioners, all Eos of ULBs, as the case may be, for home delivery of Pension and PDS to beneficiaries.
   b. Arrangements shall be made keeping the social distancing guidelines in mind.
   c. If necessary, field staff of various Departments in the district may be utilized.

N. Clarification on leaving headquarters by Nursing students of Govt. Nursing training institutions in the state (24-Mar-2020)
   a. As directed by the Director Public health, Odisha (State Nodal officer Covid -19) all CDM&PHOs, all Superintendent Medical Colleges with Govt. Nursing institutions, all Govt. Nursing Principals/ Principal Tutors are instructed to ensure that even though the classes are suspended, all the students are directed to attend to their clinical duties.
   b. The Principals and Superintendents, CDM&PHOs are requested to ensure the same.
c. Otherwise the authority will be compelled to promulgate the provisions of the Epidemic Diseases Act-1897, Regulations regarding COVID-19 (Corona Virus Diseases- 2019) as defined by Govt. Odisha and action will be taken accordingly and penalty thereof under Section 188 of IPC (45 of 1860)

O. Free movement of doctors, nurses and other Health personnel working in Hospitals (Both Govt. and Private) during lockdown (24-Mar-2020)

a. Doctors, Nurses and other health care personnel are crucial for society in general, more so in current scenario. Because of lack of capacity and other constraints pass system during lockdown is yet not robust.
b. Since a web based system will take time to develop and stabilize, doctors, nurses and health care workers employed in Govt. as well as private hospitals should be allowed to move during lockdown till 27.3.2020 in their vehicles on showing their Identity card which has Name, Designation and Photograph, issued by the Govt. or Private Hospital

P. Unhindered movement of Goods Transport Vehicle to maintain smooth supply of daily needs and essential commodities (23-Mar-2020)

Letter to All Collectors and all Superintendents of Police – highlighting instructions for ensuring smooth movement of Permitted Goods

a. All officials involve in administration specially the police personnel on the road implementing the Lockdown need to be sensitized that uninterrupted supply chain of essential and daily need goods will be crucial in the coming days. All field Police personnel be sensitized by the SPs themselves and instructed NOT TO DETAIN/OBSTRUCT FREE MOVEMENT OF GOODS TRANSPORT VEHICLE
b. Besides, it is re-iterated that all shops dealing in permitted items as indicated in the Lockdown order of Health Department vide Order no. 8709 dated 21.03.2020 shall be allowed to open and operate unhindered. All other shops shall be closed and police must concentrate on ensuring closure of non-permitted goods shop. Any obstruction can have an adverse effect on the psychology of traders which in turn can impact the supply chain adversely.
c. Collectors must inform through their CSO, all Transporters /Traders / Wholesalers/ Shopkeepers that they shall write the name of commodity being carried in their vehicle on a paper and stick the same on the wind-screen of vehicle.
d. The SPs shall communicate the field Police functionaries till the last Constable level that they shall allow the vehicles free movement of the vehicle simply upon seeing the name of the commodity on the wind-screen
e. ANY UNDUE OBSTRUCTION CAN HAVE A VERY ADVERSE IMPACT ON THE ENTIRE SUPPLY CHAIN. THIS SHALL BE AVOIDED BY ALL FIELD FUNCTIONARIES AT ALL COSTS.

Q. Extension of closure of AWCs for a period of 1 month and delivery of Take Home Ration (THR) and ration for Hot Cooked Meal (HCM) at the doorsteps of beneficiaries covered under Supplementary Nutrition Programme (SNP) (23-Mar-2020)
1. It has been decided to continue closure of AWCs beyond 31st March, 2020 for a period of one month i.e. 1st April, 2020 to 31st April, 2020 and to ensure delivery of Take Home Ration (THR) and ration for Hot Cooked Meal (HCM), as per entitlement, at doorsteps of beneficiaries covered under Supplementary Nutrition Programme (SNP).

2. The modalities for ensuring doorstep delivery of entitlements, in form of THR and ration for HCM, for the period from 1st April, 2020 to 30th April, 2020 to beneficiaries, covered under SNP, are delineated as below,

2.1. For children (6 months-3 years) and pregnant & nursing women: The entitlements may be provided as follows,

a. Entitlements, in form of chhatua, dry ration, ladoos/ chikkis, etc. is to be given to the children (6 months-3 years) and pregnant & nursing women at one go by 1st of April, 2020 for the month of April, 2020. The system of mothers/pregnant women coming to Anganwadi Centres (AWCs) on the 1st of the month to pick up THR is to be discontinued for the month.

Anganwadi Workers (AWWs)/ Helpers (AWHs) will ensure door to door delivery of the entitlement.

b. While doing so, AWWs/AWHs must maintain all standards of hygiene (use of masks, gloves, sanitisers and proper washing of hands with soap) and protocols of social distancing (maintaining more than one-meter distance with co-workers, beneficiary, etc. and not to congregate more than seven persons at one point of time). Hygiene kits, containing hand washing soaps, sanitisers, gloves, masks, etc. may be procured out of funds made available under flexi-pool and medicine kits.

c. Similarly, the THR producing SHGs, are to be sensitised about the standards of hygiene (use of masks, gloves, caps, etc. as provided in guidelines and use of sanitisers and proper washing of hands with soap) and protocols of social distancing (maintaining more than one-meter distance with co-workers and not more than seven persons at the point of production).

1.2 For pre-school children (3-6 years):

The entitlements may be provided as follows,

b) As has been detailed in this Department letter No 4638/WCDMS dated 13.03.2020, AWWs/AWHs are to supply dry ration such as rice, pulses, oil, condiments, salt, etc., in lieu of HCM, for the month of April, 2020 by 1st April, 2020 at the doorsteps of the households.

c) The AWWs/AWHs, however, are to maintain standards of hygiene (use of masks, gloves, caps, etc. and use of sanitisers & proper washing of hands with soap) and protocols of social distancing (maintaining more than one-meter distance with beneficiaries, etc. and not allow more than seven persons during distribution).

1.3 In both the above cases, eggs, as per entitlement, are to be distributed on a weekly basis at household level. In case of issues in availability of eggs, substitutes, such as soya nodules, are to be provided without compromising with the nutrition norms.

1.4 Distribution of THR, ration for HCM, eggs, etc. are to be monitored by members of Mothers and Jaanch Committees. The concerned supervisors/CDPOs will be responsible for smooth conduct of the task. DS/VOs, at the end of the month, are to furnish a
certificate to the effect that all beneficiaries, covered under SNP, have been provided their entitlements for 25 days of the month of April, 2020.

Funds required for the purpose for the month of April, 2020 will be met out of unutilised funds under SNP in FY 2019-20. In case of deficiency, however, expenditure may be met from either the revolving fund of Rs 10,000/- retained in the joint account of the AWW & Ward Member/Councilor or from interest amount accruing out of unutilised funds under SNP. Funds under any other head, lying unutilised with DSWOs or CDPOs, may be availed as the last option.

R. Scholarship distribution and evacuation of wards from hostels by SC/ST Development Department (23-Mar-2020)

It has been decided to close all hostels managed by ST& SC Development Department in view of Covid-19. In view of the above, the following instructions shall be strictly followed while vacating the hostels:-

1. All the lock down districts shall complete the disbursement of financial incentive to parents/guardian of the ST/SC boarders and ensure vacation of hostels latest by 25th March 2020.
2. All boarders of other districts shall vacate the hostels as early as possible.
3. The parents/guardians and/or their representatives will transport their wards by private transports arranged by them.
4. Parents/guardians of the boarders shall be allowed to make movement from their homes to hostel and vice versa during this period. The Superintendents of Police may be intimated accordingly and boarders/parents/guardians should not be detained.
5. All parents/guardians shall be provided with a hard copy of the receipt of financial incentive by the respective Headmaster so that they can produce it as evidence in support of their movement/travel.
6. All DWOs are directed to give report on daily basis on number of boarders remaining in the hostels on the Department whatsapp group.
7. WEOs to give certificate of vacation of hostels to DWOs on the completion of this exercise.

S. Arrangement for ensuring smooth movement of permitted goods during Lockdown due to combat COVID-19 (22-Mar-2020)

Letter to Collectors – highlighting instructions for ensuring smooth movement of Permitted Goods

a. There shall be no restriction on movement of Permitted Goods. All Permitted Goods vehicle shall be allowed to move unhindered.

b. In order to regulate the supply chain at the wholesale point, the concerned Collector and SP will hold a joint meeting with the trader’s association/bodies of their respective district, immediately and not later than 23rd of March 2020. These wholesale markets will be allowed to operate 24 x 7 with wholesalers functioning on rotational basis. This is to prevent overcrowding of humans and vehicles in the wholesale markets. This implies that there shall be time slotting for different wholesalers to operate and all wholesalers cannot operate at the same time. THIS SHALL BE ENSURED STRICTLY BY THE COLLECTORS AND SPs WITH CSO IN-CHARGE OF THIS TASK. At these points proper sanitation facilities have to be ensured by the respective traders/wholesalers Association.
c. During the interaction with Traders Associations, Collector & SP will explore the possibilities of opening Sub-Depots at different locations by the wholesalers to avoid over-crowding at the present wholesale markets. This is more relevant for places like Cuttack (Malgodam), Sambalpur (Khetrajpur), etc.

d. Reasonable number of eating joints at the Wholesale markets points shall be opened with proper controls and regulations to ensure availability of food to the workforce involved in the operations.

e. Police/ Municipal authorities shall ensure that all shops other than those allowed by the Lockdown order issued by Health & Family Welfare Department vide Order no. 8709 dated 21.03.2020 remain closed without exception. This shall discourage the movement of Non Permitted Goods.

f. Transportation of raw materials like coal and iron ore other minerals required by production units to maintain uninterrupted supply chain shall be permitted unhindered.

g. All RTOs to hold a meeting immediately and not later than 01.00 PM of 23.03.2020 with all Goods Transport Associations to ensure that sufficient vehicles with manpower is available for smooth movement of all Permitted Goods. They shall attend to all grievances relating to goods vehicle movement of their respective districts.

h. SANJOG Help-line Toll Free number (155335) shall be utilised for registering and addressing all grievances by traders / Shopkeepers / Wholesalers who face any problem relating to smooth supply / movement of Permitted Goods traffic. Adequate publicity is to be made at State and District level to popularise the Toll Free Number.

i. Nodal Officers from Food Supplies & Consumer Welfare Department, State Police Headquarters and State Transport Authority shall be deputed to the Call Centres to co-ordinate and follow up on the complaints received. The Help Line shall operate in two shifts and there shall be one nodal officer from each department, in each shift.

j. **THE ABOVE DIRECTIONS ARE APPLICABLE TO THE DISTRICTS AND ALL OTHER AREAS NOTIFIED UNDER LOCK-DOWN ORDER.**

36. **Additional Guidelines for Industries**

**A. Construction Sector (24-Mar-2020)**

Government of Odisha hereby orders immediate stoppage of all construction work across the State except construction work for healthcare facilities and work related to COVID-19.

**B. Banks (24-Mar-2020 and 20-Mar-2020)**

i. **Functioning of Banks (31-Mar-2020)**

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**Letter from Special Secretary -cum- DIF to All Collector & District Magistrates/ All Lead District Managers**
“Sub: Functioning of Banks- Regarding Madam/Sir,

In enclosing a herewith DO letter No. 40-3/2020-DM-I (A) dated 30.03.2020 received from Home Secretary, Govt. of India, North Block, New Delhi on the captioned subject, I am directed to request you to take suitable actions for smooth functioning of banking services in your District.

It may be ensured that, bank branches remain functional, banks to remain open and functional for extended hours beyond normal business hours, if necessary, on 31st March for their annual closure and to conduct government business. Besides, the district administration may co-ordinate with the banks during disbursement of money to the people under PMGKY.

This may be treated as MOST URGENT.”
Dear Chief Secretary,

As you are aware, smooth working of banks and related activities across the country are essential. Further, the Government has announced a financial package under the Prime Minister Garib Kalyan Yojana under which approximately Rs. 27,500 crores are going to be disbursed during this week and in the coming weeks to the targeted public through bank branches, ATMs and business correspondents (BCs).

2. Under the guidelines on the lockdown measures as issued under the Disaster Management Act, vide Orders dated 24.03.2020, 25.03.2020 and 27.03.2020, banks, ATMs including IT vendors for banking operations, Bank Correspondent and ATM operation and cash management services have been exempted. Department of Financial Services, however, has informed that many States have issued instructions with reduced working hours, functioning of limited number of branches, restriction on movement of personnel related to filling of cash into ATMs, maintenance of ATMs, etc.

3. In view of the above facts, necessary instructions may please be issued by the State Governments/UT Administration to their field functionaries to ensure that:

   a) Bank branches remain functional.
   b) Cash management and maintenance agencies of ATMs are allowed.
   c) Banks are permitted to remain open and functional for extended working hours, if necessary, on 30 & 31 March for their annual closure and government business.
   d) Local District/State/Police administrations are in preparedness to coordinate with banks during the disbursement of money to the people covered under PM Garib Kalyan Yojana.

With regards,

Yours sincerely,

(Ajay Bhalla)

To
The Chief Secretaries of all States

Copy for information to :- Secretary, Department of Financial Services

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ii. Business Continuity Plan for Banks in Odisha (24-Mar-2020)

- For closing any bank branch or reducing the days of operation in any place, the written permission of the concerned Collector will be required. Similarly, the
banks may seek approval of the Collector in respect of deployment of skeletal staff to manage their operations. The LDMs of the concerned districts need to coordinate with the District Administration in the matter.

- The employees and staff of banks, Cash-in transit companies employees, ATM maintenance personnel and staff of National Payments Corporation of India as well as Insurance Companies may use the Identity Card and Certificate issued by concerned bank/insurance/NPCI authorities for travelling in the Lock Down areas for official purpose.
- For assistance of Police to maintain law and order around bank branches and ATMs and during transit of Cash, the concerned bank may intimate the local Police Station
- Instructions and guidelines issued by Department of Financial Services, Ministry of Finance, Government of India and Reserve Bank of India issued from time to time in respect of operation of Financial Institutions maybe followed with Regional Director, Reserve Bank of India, Bhubaneswar.

iii. Letter to Regional Director, RBI (20-Mar-2020)

It is requested to make available sufficient cash in the currency chests and bank branches/ATM counters across the State to meet the exigencies. It may be ensured that no bank branch/ATM counter goes without cash in near future

C. Non-termination of employees from job or Reduction of their wages (21-Mar-2020)

a. All the Employers of Public and Private establishments are requested to extend their cooperation by not terminating their employees, particularly casual or contractual workers from job or reduce their wages.

b. If any worker takes leave, he should be deemed to be on duty without any consequential deduction in wages for this period.

c. Further, if the place of employment is to be made non-operational due to COVID-19, the employees of such unit will be deemed to be on duty.

d. The termination of employee from the job or reduction in wages in this scenario would further deepen the crisis and will not only weaken the financial condition of the employee but also hamper their morale to combat their fight with this epidemic. In view of this, you are requested not to terminate the employees or reduce / cut their wages in case of their absence from the work.

37. Functioning of Courts (25-Mar-2020)

a. Functioning of the High Court and its offices will remain suspended w.e.f. 26.03.2020 till 15.04.2020.

b. However, mention memos in respect of extremely urgent matters which cannot await till 15.04.2020 be filed before the Deputy Registrar (Judicial) through official e-mail ID: drj.od-hc@gov.in between 11.00 A.M. and 12.00 Noon

38. References