COVID-19:
MASTER CIRCULAR ON OTHER IMPORTANT INFORMATION

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A. Announcement of Rs. 50 lakh coverage (22-Apr-2020)

ORDER

WHEREAS, the Government of India has announced vide their DO letter No. Z-21020/16/2020- PH, dated 30.03.2020 Pradhan Mantri Garib Kalyan Package: Insurance Scheme for Health Workers fighting COVID-19 to provide an insurance cover of Rs.50 Lakh for 90 days to public health care providers including community health workers who may have to be in direct contact and care of COVID-19 patients;

AND WHEREAS, the Government of India has also allowed insurance cover for private hospital staff/retired/volunteer/local urban bodies/contract/daily wage/ad-hoc/out sourced staff requisitioned by States/Central hospitals/autonomous hospitals of Central/States/UTs, AIIMS & INIs/hospitals of Central Ministries who have been drafted for COVID 19 related responsibilities;

AND WHEREAS, the Government of India has communicated the procedure for claiming the insurance vide D.O. Letter No.Z-18016/1/2020/PMGKP-NHM II dated, 3rd April 2020;

AND WHEREAS, the Government of Odisha and its different agencies also draft and utilize services of different categories of Government employees, private persons, volunteers, urban and rural local bodies and professional agencies hired by Government to perform COVID 19 related duties other than those mentioned above and who may be exposed to contacting infection in course of their active line of duty;

NOW, THEREFORE, Government of Odisha has decided to pay a sum of Rs.50 lakhs to the spouse/next of kin of any person drafted by Government or its agencies to perform COVID 19 related duties and in case, such person succumbs to the disease after contracting Corona virus infection in his/her active line of duty and not found eligible for insurance coverage under the guidelines issued by Government of India. The Health and Family Welfare Department will issue detailed guidelines/orders to implement this.

B. Support to personnel fighting COVID-19 Pandemic (22-Apr-2020)

ORDER

WHEREAS, different categories of Government officials in various departments are getting exposed to the threat of Corona Virus in performance of their duties;

AND WHEREAS, incidents of violence on the members of medical fraternity, health workers, police personnel and other Government officials on COVID-19 duty are being reported;

AND WHEREAS, Government feels committed to the security and welfare of such personnel and their families and intends to stand by them in all such vulnerable situations;

NOW THEREFORE, with a view to supporting such personnel in their active line of duty in fighting COVID-19 pandemic and to stand by their families in the event of their unfortunate loss of life, the Government takes the following decisions:-
1. Considering the significant contribution of the member of the medical community, their performance will be annually recognized by suitable state awards on an appropriate day. Health & Family Welfare Department will take necessary steps to implement this.

2. Wherever any incident of violence on any member of the medical community (Doctors, Nurses, Para-medical staff, Health Workers and other Support Services) is noticed, the Government will take stringent action against the culprits and criminal action including appropriate provisions of the National Security Act, 1980 will be invoked against them.

3. The spouse/ next of kin of the deceased government employee, who succumbs to COVID-19 in line of duty under active deployment by the State authorities, shall continue to receive due salary till the date of superannuation of such employee, had he/ she survived. Finance Department will issue detailed guidelines/ orders in this regard.

4. If a person, either in govt. or private, succumbs to COVID-19 in line of duty under formal deployment by the State authorities on COVID-19 related work, the cremation shall be honoured by the State as usually accorded to the martyrs. Home Department will issue required guidelines/ orders and implement this

C. SOP for implementation of Urban Wage Employment Initiative in Urban Local Bodies (22-Apr-2020)

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Government of Odisha
Housing and Urban Development Department
3rd Floor, Kharavel Bhavan, Unit-V, Bhubaneswar-751001

No. 8891/HUD, Date 22/4/2020
HUD-FUND-POLICY-0002-2020

From
G. Mathi Vathanan, IAS
Principal Secretary to Govt.

To
All Collectors
All Commissioners & Executive Officers of ULBs.

Sub: SOP for implementation of Urban Wage Employment Initiative in Urban Local Bodies.

Madam / Sir,

I am to enclose here with a copy of the Standard Operating Procedure (SOP) for its adoption during execution of projects under Urban Wage Employment Initiative (UWEI) in Urban Local Bodies.

You are therefore requested to scrupulously follow the Standard Operating Procedure (SOP) while executing the projects under Urban Wage Employment Initiative.

Yours faithfully

[Signature]
Principal Secretary to Government

Urban Wage Employment Program

[Scanlined with camsc]
Memo No. 8392/HUD, date 22-4-2020
Copy forwarded to Private Secretary to the Hon'ble Minister, H & UD, Odisha for kind information of Hon'ble Minister, Housing & Urban Development.

Memo No. 8393/HUD, date 22-4-2020
Copy forwarded to Private Secretary to the Joint Secretary to Government

Memo No. 8394/HUD, date 22-4-2020
Copy forwarded to the Joint Secretary to Government

Memo No. 8395/HUD, date 22-4-2020
Copy forwarded to the Commissioner-cum-Secretary, Mission Shakti Department for kind information and necessary action.

Urban Wage Employment Program
Standard Operating Procedure (SOP) for Executing Projects Under “Urban Wage Employment Initiative”

The guidelines for implementing “Urban Wage Employment Initiative” was issued vide this Department letter no. 8293 on 18.04.2020 indicating its scope and objective. The initiative is unique in so far as it attempts to achieve convergence of a number of critical areas of urban development i.e. wage employment to the workers from unorganised sector affected by the pandemic, empowerment of SHGs especially, the marginalised women, protection of environment, creation of community assets and building partnership with community based institutions to achieve community centric and community led development. In a bid to help the officials and other stakeholders understand the procedures and processes involved in implementing the initiative effectively, the following Standard Operating procedure is hereby issued for strict adherence:

1. A ward level committee has to be formed for each ward of the ULB to prepare the “List of Projects” in order of priority, taking into consideration the need for creation of Wage Employment in the locality, need of the project, etc.

   - The Ward Officer or any other official authorised by MC/EO shall be the convener of the Committee with the following members:
     i. The AE/JE in-charge of the ward;
     ii. The President/Secretary of Federations (Registered/Formed);
     iii. President/Secretary of one or two SHGs of that Ward (Urban/Mission Shakti SHGs) to be selected by the Ward Officer, CMMU Manager and CO concerned. (In case no Federation is formed or registered for that Ward)
     iv. The President/Secretary of SDAs for each slum in the ward. Wherever SDAs are not there, then the President/Secretary of any Slum Level Committee.
     v. Swachha Sathis/Swachha Supervisors, as may be decided by MC/EO.

2. The Ward level committee will propose the “List of Projects” after ascertaining the technical feasibility through the AE/JE concerned.
4. There shall be a ULB Level Committee to finalise the “Final list of Projects” for the whole ULB from amongst the “List of Projects” received from each Ward. While finalising the “Final List of Projects” the concerned Engineering personnel and field level official of the respective wards may be consulted by the committee, if required.

5. The ULB Level Committee shall be constituted with the following members:
   i. MC/EO - Chairperson
   ii. City Engineer/Municipal Engineer - Member
   iii. Health Officer - Member
   iv. Child Development Project Officer (Mission Shakti in Charge) - Member
   v. Nodal CommunityOrganiser & CMMU Manager - Member
   vi. President & Secretary of the Federation(Registered/Registered) - Member
   vii. Other officials as may be decided by the MC/EO - Member

Guiding Principle for finalising a project

6. While finalising the “Final list of Projects”, the ULB level Committee shall ensure that the list of projects is prepared on the basis of:
   i. Need for wage employment in that locality;
   ii. Technical feasibility of the project;
   iii. The project is within the scope of this initiative.

Modality of execution of projects

7. The projects under the scheme shall be executed as follows:
   i. If the total estimated cost of the project does not exceed ₹1 Lakh, it will be executed by the Self Help Groups (SHG)/Slum Dwellers Association (SDA) to be selected as Implementing Partner (IP) by the Municipal Commissioner (MC)/Executive Officer (EO).

Provided that, where the ULB feels that the SHG/SDA does not have the capacity to execute the work, in such case, work order shall be issued in favour of A.E./J.E. with SHG/SDA as IP.

ii. If the total estimated cost of the Project exceeds ₹1 Lakh, it
will be executed by the ULB through the concerned AE/JE with the support and supervision of the IP (SHG/SDA) to be selected by the MC/EO based on the recommendation of ULB Level Committee. The Work Order shall also have the name of the selected IP (SHG/Federation/SDA) along with AE/JE.

8. The AE/JE in charge of the respective ward will be responsible for preparing the Plan and estimate of all the projects. While preparing the estimate, all applicable charges have to be taken care of.

9. The “Final list of Projects” with plan & estimate with details shall be placed in the Council for Administrative Approval. However, this can be done in phases without waiting for preparation of Plan estimate of all the projects to save delay in execution of projects in the ULB. Technical sanction of the projects shall be accorded as per the codal provisions.

10. To ensure transparency, the list of final projects should be published in the ULB Notice Board, at the ward office, Notice Board of concerned CDPO office and the ULB website simultaneously.

11. Once the plan and estimates are prepared and Administrative Approval is accorded, the MC/EO should select one of the SHGs (Urban/Mission Shakti SHGs)/SDAs to facilitate execution of the project as Implementing Partner (IP).

12. In case of projects to be taken up in the slums, the concerned SDA shall be engaged as IP and if the SDA has not yet been formed then the SHG/ALF, preferably from that slum, may be engaged as IP.

13. The selection of SHGs/Slum Dwellers Associations should be done on the basis of their Capacity to execute and supervise the work, track record, consent to abide by the Guidelines, etc. If SHG/SDA is selected as the IP, then not more than one project per SHG may be awarded to have an equitable distribution of work amongst SHGs.

14. In case of works with estimated cost upto ₹ 1 Lakh to be executed by SHG/SDA
   i. The Work Order shall be issued to the Implementing Partner (IP) directly on Job work basis;
   ii. Immediately after the Final List is prepared, the AE/JE shall open Case Record for each project;
   iii. The AE/JE shall issue Muster Rolls to the IP after duly

SOP for Urban Wage Employment Program
numbering it and endorsing on it his/her dated signature with seal immediately after issue of Work Order;

iv. The Muster Roll shall be maintained by the IP on a day to day basis for submission of the same to the AE/JE on a fixed day for scrutiny every week;

v. On submission of the Muster Roll, the amount due shall be transferred to the Account of IP after preliminary scrutiny through DBT.

vi. The IP shall in turn transfer the wages to the Wage earners immediately through DBT.

vii. The IP shall be responsible for procurement of materials;

viii. The IP shall execute the entire project with the technical support of AE/JE concerned;

ix. The final payment shall be made after the Completion Certificate is submitted by the IP duly counter-signed by the AE/JE concerned;

15. In case of works with estimated cost more than ₹1 Lakh:

i. Work Order shall be issued to the concerned AE/JE;

ii. Immediately after the Final List is prepared, the AE/JE shall open Case Record for each project;

iii. The AE/JE shall issue Muster Rolls to the IP after duly numbering it and endorsing on it his/her dated signature with seal immediately after issue of Work Order;

iv. The Muster Roll shall be maintained by IP on a day to day basis for submission of the same to the AE/JE on a fixed day for scrutiny every week;

v. On submission of the Muster Roll, the amount due shall be transferred to the Account of the IP after preliminary scrutiny of the Muster Roll;

vi. The IP shall thereafter transfer the wage to the Accounts of the people engaged in the work in DBT Mode immediately;

vii. The AE/JE concerned shall be responsible for execution of the work;

viii. The ULB shall make the procurement and the payment shall be made to the agencies directly;

ix. Final payment shall be made after submission of the
Completion Certificate by the AE/JE.

x. All the above provisions shall also apply to projects with estimated cost up to ₹1 Lakh, if it is executed by the A.E./J.E. as per proviso to point 7(i).

16. While executing the Projects preference should be given to labourers of that locality. However, in case of non-availability of the required numbers, labourers from nearby areas, but from the same ULB, may also be considered.

17. Supervision Charges to the IPs shall be paid in the following manner:

i. In case of works with an estimated cost up to ₹1 Lakh, the IP shall be paid @ 7.5% of the total estimated cost of the project as Supervision Charges. However, if the work order is issued in favour of A.E./J.E., then the IP shall be paid @ 7.5% of the total wage component of the project as supervision charges.

ii. In case of works with an estimated cost of more than ₹1.00 lakh, the IP shall be paid @ 7.5% of the wage component of the project as Supervision Charges;

iii. The Supervision Charges shall be credited to the accounts of the IP on the basis of the progress of the work on a weekly basis;

iv. No taxes shall be deducted from the Supervision Charges of the IP and the entire taxes/charges incidental to the work, including that on the Supervision Charge, shall be borne by the ULB.

18. The payments to be made in these projects through running bills would not require the approval of the Countersigning Authority i.e. PD, DUDA as a relaxation to the existing Guidelines. However, during submission of final bill the approval of Countersigning authority is mandatory for clearance of the bill.

19. Every project taken up should have information about the projects displayed in or near the work site as a transparency measure.

20. Advance payment to anyone under this initiative is strictly prohibited.
21. Wherever it is proposed to take up any earth work, it will be mandatory to measure the initial and final level by the AE/JE concerned by some suitable means of measurement to ascertain the volume of work.

22. The AE/JE shall check-measure and shall ensure that geo-tagged photographs of each stage of work are duly placed in the case record for raising the bills.

23. The ULB concerned shall pay sitting fees, out of their own funds, to the President and Secretary of the SHG, SDA and Federation (ALF/CLF/ Mission Shakti) for participating in the meetings at the following rates:
   i. President and Secretary of SHG, SDA, Slum Level Committee @ ₹250.00 per sitting;
   ii. President and Secretary of Federation @ ₹500.00 per sitting;

24. The wages to the workers shall be paid as per the rates fixed by Labour & ESI Department communicated vide Letter No. 11688/ Date 07.11.2019 of Labour Commissioner, Odisha or at such rates as may be revised by Labour & ESI Department from time to time.

25. In order to sensitise all the stakeholders of the project on the scope and objectives of the initiative and the role of different stakeholders, the ULB shall take up the IEC/Awareness building activities, as may be required.
D. Camps for in-migrants in Odisha (17-Apr-2020)

Letter from Principal Secretary Labour & ESI Department to all Collectors

"Please find enclosed letter from Cabinet Secretary addressed to Chief Secretary, Odisha. As desired therein you are requested to ensure the following:-

i) May immediately undertake a review of the situation relating to migrant labourers and stranded persons in the state.

ii) May appoint nodal officers, if not done already for coordinating and monitoring issues relating to migrant workers.

iii) Ensure food and shelter- as most of you have already done

iv) Each relief camp be under the change of a senior officer and support of civil society be enlisted.

v) Psychosocial counselling be provided- as is being done in many area.

vi) Enumeration has been done by you, but must be updated constantly.

2. Apart from this you may also ensure

i) Safety of women and girls in camps- utmost priority be given to this

ii) Medical facilities to them through MMUs ; as many of you are already doing

iii) Trained counsellors available in districts be utilised for psychosocial counselling.(Refer letter of Department of WCD in this regard)

iv) Since for many, language may be a barrier, you may identify people in the district/their 'Samaj', who could converse with them in their language.

v) Proper sanitization at the camps, especially toilets; provision of soaps, masks, sanitizers, mosquito nets; provision of sanitary napkins etc. through NGOs/CSR may be ensured.

vi) Above all observing of social distance and all other precautions at the camp.

vii) Special care to be taken if kids are present in the camps. Appropriate food, biscuits and medical check up to be done.

viii) In some cases rather than cooked food migrant workers are preferring dry ration . May be coordinated.

Many of you are doing this and much more. While Sonepur district administration has been treating these workers with dignity providing them soaps, sanitizers etc. , helping the pregnant women deliver safely; Keonjhar has been providing them IEC material in their native language; Mayurbhanj and Sambalpur have been sending Mobile Medical Units on a daily basis; Ganjam helping them with medical facilities; among others. All efforts are greatly appreciated.

Please keep me posted on all developments and initiatives taken by you."

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D.O. No. 272/2020

Dated: 15th April, 2020

Dear Chief Secretary,

As you are aware, Government has been giving a great deal of importance to the welfare of migrant labourers and stranded persons during the implementation of lock down measures for containment of COVID-19. Ministry of Home Affairs has issued detailed guidelines for ensuring safety, shelter and food security of migrant labourers. These need to be effectively implemented.

I urge you to direct all District Collectors to immediately undertake a review of the situation. They may appoint nodal officers, if not already appointed, for coordinating and monitoring the issues related to migrant labourers. In metropolitan areas, Municipal Commissioners may be assigned the responsibility of implementation of welfare measures. All districts may undertake a comprehensive enumeration of migrant labourers and stranded persons and make all necessary arrangements for providing food and shelter for them. Each relief camp should be under the charge of a senior officer.

They may also enlist the support of civil society organisations and the network of mid-day meal facilities to provide food for all the stranded persons and migrant labourers during the period of lockdown. Psycho-social counselling may also be provided to such persons, as per guidelines issued by Mo Health & Family Welfare in this regard.

I would request you to kindly review the matter and ensure that the above measures are effectively implemented.

Yours sincerely,

[Signature]

Copies: OMD COAI (COVID)

Chief Secretaries (All States)

Chief Secretary,

Odisha

Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110004
Tel: 011-23016666, 2301241 Fax: 011-23018638 E-mail: cabinet@nic.in
E. Preparedness to tackle Heat Wave Situation during summer (14-Apr-2020)

Letter from Additional Chief Secretary & Special Relief Commissioner to all Collectors

“Please refer to the letter Cited above regarding preparedness and precautionary measures to tackle heat wave situation during Summer 2020. It is observed that temperature is rising in many parts of the State leading to heat wave like situation. As per Government in Revenue & OM (OM) orders on COV10·19, work in agriculture, horticulture, fisheries and animal resources, forest sectors, MGNREGS, goods transport and certain other activities have been allowed during the lockdown period. All precautionary measures to combat heat wave need to be ensured.

You are, therefore, requested to take the following immediate action: -

1. Spare some lime out of your busy COVID-19 management schedule to take a review with all concerned officers at District and Sub- District level and ensure that all preparedness measures to combat heat wave are in place.

2. Uninterrupted water Supply arrangement must be ensured to all hospitals/ dispensaries including PHCs/ CHCs, veterinary hospitals/ dispensaries and LI Centres.

3. A meeting or the District level GO-Coordination Committee may be convened, if required virtually, to arrange for Drinking Water Distribution Points (to be named as ‘Paniya Jala Kendra’) at strategic locations in the district. Strict Instruction is to be issued to observe Hygienic practices and maintain social distancing protocols at these Drinking Water Distribution Points.

4. Necessary water arrangements may also be made for stray animals in rural and urban areas as well as for the wild animals in the reserved forests.”

F. Extension of validity period of Consent to Operate / Authorization expiring on 31.03.2020 till 30.06.2020 (31-Mar-2020)

Office Order by State Pollution Control Board, Odisha

“Consequent upon the outbreak of Corona Virus (COVID-19) and subsequent declaration of lockdown to take preventive measures to contain spread of COVID-19, it has not been possible to process some applications for renewal of consent to operate and authorization expiring on 31.03.2020. Due to such unprecedented situation, it is extremely important that critical and essential activities such as Hospitals, Biomedical Waste Management facilities, Municipal Waste Management Facilities, Hazardous Waste Management Facilities, Power Plants, Steel Plants, Mines, Railway sidings, Milk processing units, food processing units, pharmaceutical units etc operate uninterruptedly, so that essential services and goods are made available.

In view of such extraordinary circumstances, the Board by virtue of powers u/s 25 of Water (PCP) Act, 1974 and section 21 of Air (PCP) Act, 1981 hereby extends the validity of Consent to Operate upto 30th June, 2020 of all the units, who have valid consent to operate up to 31st March, 2020, and have applied to the Board for renewal of Consent to Operate.

Similarly the units/ facilities who are authorized by the Board under;

iii) Solid Waste Management Rules, 2016

and the authorization is valid upto 31.3.2020, the authorizations granted under the above Rules are hereby extended upto 30.6.2020. This order is applicable to those units whose renewal application are yet to be disposed of by this Board.

This extension of validity up to 30th June, 2020 is subject to same terms and conditions stipulated in the previous Consent to Operate Orders/ Authorizations issued by the Board and availability of other statutory clearances.”

G. Allowing Despatch of already excavated minerals by the old Lessee (31-Mar-2020)

Letter from Special Secretary to Government to The Principal Chief Conservator of Forests, Odisha

“...You are aware that many mining leases which are expiring on 31.03.2020 as per the MMDR Act, 1957 have been put to auction. On expiry of the mining leases, no further excavation of minerals can be allowed. However the concerned lease holders are to be given the benefit of 12(1) (gg) of Minerals (Other than Atomic & Hydro Carbon Energy Minerals) concession Rules, 2016 as below;

"The lessee may, after paying the rents, rates and royalties payable under the Act and rules made thereunder or under the lease deed, at the expiry or sooner termination of the lease term or within six calendar months thereafter (unless the lease is terminated for default of the lessee, and in that case at any time not less than three calendar months nor more than six calendar months after such termination) take down and remove for its own benefit, all or any ore mineral excavated during the currency of the lease, engines, machinery, plant, buildings structures, tramways, railways and other works, erections and conveniences which may have been erected, set up or placed by the lessee in or upon the leased lands and which the lessee is not bound to deliver to the State Government or which the State Government does not desire to purchase".

Accordingly removal of the Ore Minerals excavated prior to the expiry of the mining lease and lying in the lease hold area will be allowed as per the closing balance indicated under the statutory forms/return submitted/maintained in the online system.

Therefore, the old lessees may be allowed to despatch already excavated minerals for a period of six months beyond 31.03.2020 as par the provisions of Rule 12(1) (gg) of MC Rules, 2016”

H. Collaborating with NGOs for mitigating negative effects of COVID-19 (31-Mar-2020)

Letter from Additional Chief secretary & Managing Director, OSDMA

“Enclosing herewith a copy of the letter no. 58/CS dated 30.03.2020 of Chief Secretary addressed to Secretary, Ministry of Home Affairs, Government of India. I am to say that Additional Chief Secretary, Rural Development-cum-Special Relief Commissioner and Managing Director, OSDMA has been declared as the State Nodal Officer to coordinate with the private sectors, NGOs and International Organization for response related activities arising out of COVID-19 pandemic. NGOs are an important stakeholder in management of disasters and to provide tangible assistance
to the district administration at the time of emergency. State level NGO Coordination meetings are being organized under the chairmanship of MD, OSDMA on alternate days through net based video conferencing. A mobile app is being prepared for registration of volunteers with the assistance of UNICEF, Field Office, Odisha. We need to encourage the reputed local NGOs to take up various activities including the few indicated below to support the efforts of government to help the people in need of assistance.

a) Public awareness generation on social distancing, personal hygiene and other preventive measures.

b) Assisting in management of quarantine facilities /GP level medical centres through supply of volunteers and other supports.

c) Tracking migrant workers coming from outside state or district and working with such people for registration with GPs, self quarantine, social distancing and removal of stigma/ostracisation if any.

d) Providing psycho social counselling to the distressed people and geriatric people.

e) Providing food, material assistance as well as financial assistance to the people in need

f) Assisting GPs in identifying sick, Indigent and PWDs etc who have no one to fall back upon and facilitation of borne delivery of food to such people in association with women SHGs.

g) Helping elderly, physically and mentally challenged, persons with disability, women and others.

h) Also preparing a strategy to support the poor and marginalized in livelihood activities & income generation through short, medium and long term activities.

It has come to notice that the proactive and humanitarian efforts of some of the NOOs in certain districts have not been availed to the extent required. It may please be appreciated that there are many well-intentioned NOOs with clean track record of providing assistance to the distressed people as well as local administration in the time of crisis in the past.

With a view to harnessing the potential of the NGOs to support the cause of government, district level NGO coordination meeting may be convened immediately and they may be requested to take up different activities its per their expertise and resources under the active guidance of the Collector and District Administration. It is needless to reiterate that all precautionary measures like social distancing may be scrupulously practised by the volunteers of the local NOOs while extending their assistance to the people.

A proactive officer may be drafted by the Collector to look after NGO coordination activities in the district. The activities taken up by NGOs in the district may be monitored and daily situation report may please be sent to OSDMA for record.”

I. Disbursement of Pension & Salary for the month of March'20 (30-Mar-2020)

Letter to The Treasury Officers District/ Special/ Sub-Treasuries

“In inviting reference to the subject cited above, I am directed to say that the appropriation bill for the year 2020-21 has been passed in the Odisha legislative Assembly today. The monthly pension bill for the month of March 2020 along with arrear TI from 01/07/2019 issued vide Finance Department OM No 8834/F Dated: 12/03/2020 will be generated centrally in IFMS on 31st March, 2020 midnight. The same will be available with the Treasuries for further processing at their end and early disbursement.
The salary bill for the month of March 2020 can be prepared in HRMS and processed for payment in IFMS from 1st of April 2020. It is directed that the Treasury Officers may also ensure processing of HRMS generated Salary bills on receipt of bill details through Mail from respective DDOs as per FDOM dated 26th March 2020. The payment would be made on 3rd of April 2020.

You are therefore requested to take necessary steps at your level for timely passing of Pension Bills and salary bills in such a way that all pensioners will get their pension for the month of March, 2020 as well as arrears by 9th April, 2020 positively. Further, you are requested to follow the COVID-19 guidelines in your Treasury to maintain social distance and proper sanitisation. (Guidelines attached)

J. Surveillance and contact tracing (29-Mar-2020)

**Letter from Principal Secretary to All Collectors and All Municipal Commissioners**

“COVID-19, pandemic has created a huge public crisis and poses a big challenge to all of us. In view of the evolving situation of COVID 19 in India the three most important pillars of our containment strategy are:

1. Active surveillance of people who have returned from COVID affected areas (abroad and other States) and quarantine of all such people irrespective of symptoms.
2. Risk-based testing, isolation of confirmed cases and contact tracing.
3. Quarantine of contacts of confirmed cases irrespective of symptoms.

Active surveillance is the foundation of prevention and containment. The updated data that has been received (enclosed) indicates that 2856 persons who have returned from abroad during the last 14 days could not be contacted by District Surveillance teams so far. These persons could infect others unless home quarantined. They need to be contacted at the earliest to ensure their home quarantine. This task has to be carried out by Collectors and Municipal Commissioners.

You are requested to focus on surveillance and contact tracing. You must personally review the three important focus areas as stated above from the perspective of disease prevention and control.”


**Letter from Special Secretary-cum-DIF to The General Manager, UCO Bank-Cum Convener, SLBC, Odisha**

“In enclosing a herewith letter No. 21(23)/2014-Fl (Mission) from Joint Secretary, DFS, Ministry of Finance, Govt. of India on the captioned subject, I am directed to request you to circulate it to all the banks operating in the State for immediate necessary follow up actions.

It may please be ensured that the eligible beneficiaries are not deprived of the benefits in any circumstances. At the same time, the banks may be impressed upon to sufficiently take care of liquidity in the branches, ATMs as well as BCs and press into service available Mobile ATMs in suitable locations in order to provide cash to people at the door step”
L. Utilisation of services of Postal Department for withdrawal of cash of account holders of other banks and other facilities (27-Mar-2020)

Letter from Special Secretary-cum-DIF to All Collector & District Magistrates

“In enclosing a herewith letter No. 292011/25/2020 dated 25.03.2020 received from Secretary, Department of Post, Ministry of Communication, Govt. of India on the captioned subject, I am directed to request you to utilise the services of Postal Department for withdrawal of cash of account holders of other banks through Aadhar enabled Payment Services through India Post Payments Bank (IPPB) and other facilities of Postal Department. Further, you are requested to allow the postal officials, postmen and gramin dak sevaks to discharge their duties smoothly including door to door service on production of departmental Identity cards since postal service is included as essential services during the lockdown period”

M. Media related guidelines (21-Mar-2020)

In exercising the power conferred under Section-2 of the Epidemic Disease Act.- 1897 and in conformity with Rule-17 of guidelines issued by the Press Council of India, the State Government have been pleased to issue the regulations / advisory for prevention of Novel Corona Virus (COVID-19) as under.

A. The security and safety of the affected person, his/her relatives, treating doctor, assisting medical staff is of paramount importance in the emerging situation. Hence, confidentiality of the information relating to the affected persons, his/her relatives, treating doctors, assisting medical staff and the residential address of the person and relatives are to be kept confidential.

B. Therefore, no media shall publish the name and address of the person infected I affected with COVID-19 Virus, his/her parents, relatives, the doctor treating the patient and the assisting medical staff, obtained through any source, in any Print/ Electronics/ Web/ Social Media.

C. That no media shall interview any patient affected with COVID-19, his/her parents/ relatives/ treating doctors, assisting medical staff, in any form.

Any person disobeying any regulation or order made under the above provisions shall be deemed to have committed an offence punishable under Section-188 of IPC as per Section-3 of the Epidemic Disease Act 1897.

N. Renewal of licenses of 2590 private fair Price Shops (20-Mar-2020)

Letter to All Collectors

i) In view of smooth functioning of Public Distribution System in the wake of COVID-19 exigency, it has been decided to allow renewal of licenses of 2,590 private Fair Price Shops in consonance with Clause 7 of ‘Odisha Public Distribution (Control) Order, 2016 (as amended from time to time)’, for ‘part of a year’ i.e. from April to July 2020.

ii) It is therefore requested to take immediate appropriate steps and issue necessary directions to concerned licensing authorities accordingly in order to avoid dislocation in distribution of PDS commodities
O. Create awareness to prevent abandoning of pets or inflicting cruelty in animals due to fear of spread of Covid-19 (18-Mar-2020)

Letter to All Chief District Veterinary Officers

A. It has come to the notice that animal owners and pet owners in few instances are abandoning their animals to stray without proper food, water or shelter due to the fear of spread of COVID-19. In this regards, World Health Organization (WHO) has clarified that dogs and cats are not involved in spreading infection. In the current episode of Coronavirus infection. The current spread of COVID-19 is a result of human to human transmission. To date, there is no evidence that companion animals can spread the disease. Therefore, there is no justification in taking measures against companion animals which may compromise their welfare. Hence with the present information available, there is no evidence to suggest that companion animals/pets play a role in the spread of COVID-19.

B. In view of the above, All Chief District Veterinary Officers are requested to create ample awareness amongst the public that companion animals and pets shall not be left for straying and also not to inflict unnecessary pain or suffering to animals because of the fear of spread of COVID-19. However, it is always advisable to practice healthy habits around pets and other animals. These include washing hands after handling animals, their food, waste, or supplies and practicing good pet hygiene and cleaning up of pets properly.


After careful consideration, Government have decided to allow e-Mulakat system in District HQ jails to combat the threat or corona virus until further orders.

2. Precautionary measures in Prison (17-Mar-2020)

Letter to The Senior Superintendents/Superintendents/ Jailor-cum-Superintendents of all Jails

The Senior Superintendents/Superintendents/ Jailor-cum-Superintendents of all Jails are advised to take following additional precautions for all Jails to prevent spread of Corona Virus.

1. Extreme care may be taken in handling prisoners and visitors to Prisoners. You are requested to liaise with CDMOs for arranging screening devices and kits to be used in prisons for screening inmates.

2. All newly admitted prisoners shall be kept in quarantine in a separate ward for a week under the supervision of the Medical Officer/Pharmacist. New incoming prisoners should be asked to sanitize themselves thoroughly during admissions to jails by sanitizers to be kept at main gates.

3. Advocate interview and general interview (Mulakat) stands suspended forthwith for safety of prisoners.

4. Video-Conferencing facility should be utilized for producing the prisoners before the Courts wherever and whenever it is possible.
5. Visitors may be encouraged not to come to Jails physically for Mulakats and Instead avail e-Mulakat facility from their homes.

6. Prisoners who are having the symptoms (40S) i.e. sore throat, cough, fever and cold should be lodged separately i.e. isolation ward to be earmarked by Jailors. The prisoners who are having the symptoms should be immediately referred to Government Hospitals.

7. Prisoners after court production and hospital treatment should be properly screened at the main gate.

8. All the Officers, men and prisoners should wash their hands before entering into the Prison.

9. Physical contact of prisoners with visitors during interview should be avoided.

10. All type of Visit i.e. education, NGO activities should be suspended for one month.

11. FaceMask should be provided to the cooks to avoid contamination.

12. Personnel on duty may be provided with masks.

13. Prisoners after availing emergency leave/ordinary leave should be screened thoroughly at the time of admission.

14. Prisoners sent to other state court production should be thoroughly screened at the time of admission.

15. Prison hospitals, prisons premises particularly outside visitors' area should be cleaned frequently.

16. Sanitation facility should be made available at the main gate with adequate water facility.

Q. Distribution of food grains & S.K. Oil to beneficiaries under NFSA & State Food Security Scheme for the allotment month of April-May-June 2020 (17-Mar-2020)

i) The beneficiaries under NFSA and State Food Security Scheme shall be distributed rice, wheat & S. K. Oil for the allotment months of April, May and June 2020, from 1st of April to 15th of May 2020.

ii) Suitable instructions may be issued to licensing authorities (Sub Collectors and ADMs concerned) to complete the process of renewal/appointment of licenses of existing Fair Price Shops (except 2590 private Fair Price Shops) as well as ration card tagging of all eligible beneficiaries in RCMS by 24th March 2020.

iii) The selection and appointment process of 2590 WSHGs in place of private FPSs shall also be completed by 24th March 2020. However, in case of reasonable delay in selection and appointment of WSHGs, for all or some of the above private Fair Price Shop locations beyond 24th March 2020, suitable instructions may be issued to the field functionaries to tag the cards of these 2590 private FPSs to the nearest Fair Price Shops in the Gram Panchayats/Wards for generation of State Allotment Order on 25th March 2020 for lifting and distribution to beneficiaries.

iv) Keeping in view the ongoing Corona virus threat, the distribution period has been increased to 45 days (1st April to 15th May 2020) in order to have a staggered distribution so that rush will be avoided at FPS points. Adequate IEC activities may be undertaken informing beneficiaries not to approach the FPSs at a time. Advance planning of distribution shall be chalked out by the field functionaries so as to avoid huge gathering at FPS points during distribution.
v) Since the Corona virus is contagious in nature, any type of bio-metric scanning through either fingerprint scanner or IRIS scanner attached to e-PoS during above distribution cycle is waived off. However, the FPS Dealers shall continue to distribute food grains using e-PoS devices (in online/ offline mode) and data shall be synced to the server soon after distribution is over (in case of offline distribution). Necessary instructions shall be issued to the field functionaries/ all Fair Price Shop Dealers accordingly.

R. Guidelines to Factory Management (17-Mar-2020)

The following guidelines shall be strictly implemented in all the factories in the State:

1. Promote frequent and thorough hand washing by the workers with a place to wash their hands with soap or alcohol-based hand rubs
2. Encourage workers to stay home, if they are sick and to call helpline number 104.
3. Encourage respiratory etiquette, including covering coughs and sneezes.
4. Employers should explore flexible work hours to minimize contact among the employees.
5. Discourage workers from using other worker’s phone, desks, offices or other work tools and equipment to the extent possible.
6. Avoid grouping of the workers or staff at work site for meetings as far as possible. Inform the employees to practice social distancing.
8. Employers should develop procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
9. Employers should take steps for immediately isolating, people who have signs and/or symptoms of COVID-19.
10. Although most worksites may not have specific isolation rooms, designated areas with closable doors shall be made as isolation rooms if required.
11. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
12. Maintain proper hygiene in Canteens / dining rooms.
13. Creches shall be specifically monitored and disinfected thoroughly.
14. Factories having Public address/Visual Display system may utilize the same for educating workers on the measures for preventing possible exposure of COVID-19.
15. Occupiers shall avoid meetings with foreign delegates/Technical experts from outside State as far as possible.

S. IEC Material on COVID-19 to be printed and distributed to SHGs

Letter from Commissioner cum Director to All Collectors

“As you are aware that Corona Virus Disease-19 (COVID-19) has affected more than 100 countries in the world. Personal protection at individual level is the best option to reduce transmission and further spread. Enclosed are the IEC materials on general Dos and Don'ts to protect ourselves from

You are requested to print the materials as per the specification mentioned in the web link and to distribute them among SHG members (one for each member) for public awareness. The expenditure may be booked under available funds under training & capacity building at district level.

Encl: Copy of the IEC materials for SHGs available in the above mentioned website”
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T. IEC Activities (09-Mar-2020)

1. High resolution soft copies of all IEC material i.e. posters, leaflets, banners, hoardings, School Advisory, Workplace Advisory, Holi Advisory, radio jingles, audio- visuals etc, are available online at www.nhmodisha.gov.in/corona.aspx. This is updated periodically with new material being added.

2. Letter to all Collectors:

Dissemination of correct information on COVID-19 and precautious to be followed to contain it to be carried out by the following means:

i) The IEC material is to be widely shared on social media (Facebook & Twitter accounts).

ii) Information & Public Relation Deptt. has been provided high resolution hoarding prototypes in different sizes. The same is to be displayed at prominent locations up to Gram Panchayat level. You are requested to review & ensure that the hoardings are put up.

iii) Health & Urban Development Deptt. has been provided high resolution prototypes of videos and posters to be played/ displayed at Aahar Kendras, Malls, LED boards in public places and other prominent location in ULBs. This is to be ensured by you for your district.

iv) Commerce & Transport Deptt. has been provided high resolution prototypes of scrolling material, videos and posters to be displayed/ played in bus stands, buses and other public places. This is to be ensured by you for your district.

v) All COM & PH9s have been given high resolution prototypes of posters, hoardings and videos to be displayed in all Public Health Facilities.

vi) Additionally, "Guidelines for Community Workers" have been uploaded on www.nhmodisha.gov.in. This is to be printed at district level and distributed to all ANMs, ASHAs, AWWs and PRI members, and discussed in the Gram Panchayat and Panchayat Samiti meetings.

vii) The "Workplace Advisory" is to be displayed prominently in all government offices, private commercial establishments, industries etc. in the district.

viii) The "School Advisory" is to be given to all public and private schools in the district, and to be followed meticulously

U. References: