

COVID-19:

MASTER CIRCULAR ON ADMINISTRATION

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1. Functioning of various Departments

A. Classification of Departments as critical, partially critical and non-critical during Lockdown (29-Mar-2020, 26-Mar-2020 & 25-Mar-2020)

In view of the lockdown declared in Bhubaneshwar and other parts of the state, to manage various works related to COVID-19 by various Government Departments, a classification has been made of the Departments as critical, partially critical and non-critical as detailed in the table below:

Category	Departments	Details
Critical	<ul style="list-style-type: none"> • FS&CW • GA&PG • H&UD • Health & Family Welfare • Home • SRC & OSDMA 	Offices to function with up to 50% of manpower
Partially Critical	<ul style="list-style-type: none"> • C&T • E&IT • Energy • F&ARD • Finance • I&PR • PR&DW • Revenue • SC &ST Dev. • Steel & Mines • Works • Odisha State Pollution Control Board • Forest & Environment • Social Security & Empowerment of Persons with Disabilities 	Offices to function with up to 10% of manpower
Non-Critical	<ul style="list-style-type: none"> • Agriculture & FE • Cooperation • Excise • Handloom & Textiles • Higher Education • Law • Industries • Labour &ESI • MSME • OLL& Culture • Parliamentary Affairs • Planning & Convergence • Public Enterprises • Rural Development • School & ME • W&CD and MS • Science & Technology • SD&TE • Sports & Youth Services • Tourism • Water Resources 	Need not attend office. However, they will be available at short notice. Also they will monitor/ supervise over phone the work related to their departments in the field.

In view of the state-wide lockdown ordered by Govt. of Odisha vice order no. 2035/R&DM(DM) dated 27.03.2020, classifying Departments of Govt. of Odisha into critical, partially critical and non-critical shall be in force till midnight of 14.04.2020.

B. Relaxation in OCS (leave) Rules (24-Mar-2020)

- i) It has now been decided to grant commuted leave without production of medical certificate to those officials who are above 50 years of age and have underlying conditions like diabetes, respiratory problem, Renal diseases, Heart diseases and other life threatening illness for a period up to 4th Apr, so as to avoid unnecessary burden on the health care system.
- ii) This instruction will be applicable to all State Govt. organization including autonomous bodies/Statutory bodies, PSUs & Corporation

C. List of the essentially required employees and Issue of Vehicle Passes (23-Mar-2020)

Order issued by General Administration and Public Grievance Department

“In pursuance of the Order No. GAD-COOD-MISC-0001-2018-18/GEN Dated: 22.03.2020 of GA&PG Department, it is reiterated that only the essentially required staff working in the Critical Departments and the Partially Critical Department need to attend office. It has been noticed this morning that a large number of officials from the Partially Critically and non-Critical Departments have reached office. There is an urgent need to regulate attendance of staff and movement of vehicles in view of the lockdown. Hence, the Secretaries of Critical and Partially Critical Departments are requested to draw up a list of the essentially required employees and issue an order in the attached format. Copy of the order so issued, may be shared with the employees concerned, GA & PG Department and Home Department. In case any difficulty regarding entry into office is faced by the essentially required staff, A.C.P. Secretariat Security (Shri Sujit Kumar Dalai - 9437124096) may be contacted.

2. The police will be regulating the movement of employees' vehicles in Bhubaneswar and its entry into office buildings during the lockdown period. Passes for the vehicles can be collected, against the office order listing the essentially required staff, from Shri Rajesh Kumar, Special Secretary, Home Dept (Mob: 8763300000) As a matter of abundant caution, the employees may be advised to also keep with them a copy of the order issued by the Department as well as proof of ID.

3. Secretaries of Administrative Departments have also been advised to take a decision with regard to functioning of Directorates/ Agencies/ PSUs under their Department. Kindly issue suitable orders keeping in view that only essential services, need to be maintained during the period of lock down. A separate office order must be issued with regard to the essentially required staff in Directorates/Agencies/PSUs etc. A copy of the order so issued may kindly be marked to GA&PG Department and Home Department . Passes for the vehicles of the essentially required staff in Directorates/Agencies/PSUs can be collected, against the office order listing the essentially required staff, from Shri Rajesh Kumar, Special Secretary, Home Dept (Mob: 8763300000.)

The above arrangement may be scrupulously observed during the lockdown period.”

D. Additional Guidelines (19-Mar-2020)

- i) All Group-C and Group-D employees except persons identified by the Head of the Office in the State Secretariat and Directorates may be allowed to confine at home during 20.03.2020 to 31.03.2020. Group A & B Officers will be required to attend the office. Heads of the Government Departments may give effect to roster / rotation of staff

considering the requirement of smooth management of Government work. The employees who are allowed to stay at home during this period must confine themselves to home and not move around. The employees allowed to stay at home will not participate in any congregations / gatherings restricted by Administration during this period. In case of any violation by an employee during this period, the entire period will be treated as ‘leave without pay’.

- ii) VPN facility may be extended to key officials in Secretariat and Directorates to allow them to work from home in OSWAS if required in future.
- iii) Directors, Collectors, SPs, Heads of District Level Offices as well as field offices are authorized to decide on the number of employees who are required to come to the office during this period considering the workload and deliverables. They may decide on roster / rotation etc. in deciding the above.
- iv) The personnel working in office during this period may be provided with hand sanitizers and soaps.
- v) The cleaning staff /personnel must be provided with adequate quantity of sanitizing materials for maintaining optimum sanitation level in the offices.
- vi) The Agencies like Police, Fire, Jail, Health etc. are essential services. They will take all precautionary measures for self protection in their services. They are not covered under the above stipulation. Adequate number of Personal Protective Equipment (PPE) may be kept in readiness to allow the personnel of these establishments to be pressed into service for evacuation and attending to the patients of the COVID-19.
- vii) Private establishments may be advised to allow their employees to work from home as far as possible and feasible. If working in office/shop floors/commercial establishments is essentially required, such work may be managed with minimum number of employees during this period

2. Formation of Committee - To evaluate and take all necessary decisions for prevention and containment of COVID-19

A. Committee of Secretaries (13-Mar-2020 and 26-Mar-2020)

Committee of Secretaries constituted with following members to evaluate the emerging situation and take all necessary steps for preventing and containing the spread of COVID-19 in the State.

Chief Secretary, Odisha	Chairman
DC-cum- ACS	Co-chairman
ACS, Revenue & OM Department	Member
SRC-cum ACS, Disaster Management	Member
Principal Secretary, Health &FW Department	Member
Principal Secretary, Finance Department	Member
Principal Secretary, PR& OW Department	Member
Principal Secretary, Home Department	Member
Principal Secretary, H&UD Department	Member
Principal Secretary, W&CD, Mission Shakti Department	Member
Principal Secretary, S & ME Department	Member
Principal Secretary, Commerce &Transport Department	Member

Commissioner-cum-Secretary, I&PR Department	Member
Principal Secretary, Labour & ESI Department	Member
Principal Secretary, Industries Department	Member
Commissioner-cum-Secretary, Food Supplies & CW Department	Member
Commissioner-cum-Secretary, Works Dept.	Member
Secretary, E&IT Department	Member
Mission Director, NHM-cum-Special Secretary, H&FW Department	Member Convener

B. Empowered Group of Ministers (13-Mar-2020)

An Empowered Group of Ministers (EGoM) under the Chairmanship of Minister, Finance and Excise is hereby constituted with the following Ministers (Dated 13.03.2020). The Group shall evaluate the emerging situation, take all necessary decisions for prevention and containment of COVID-19 and approve all emergent procurement after due examination of the necessities, urgency and justification of such procurement.

Minister, Finance & Excise	Chairman
Minister, Health & Family Welfare	Member
Minister, Revenue & DM	Member
Minister, PR&DW, H&UD & Law	Member
Minister, W&CD & Mission Shakti	Member
Special Secretary (PH) to Govt., Health & FW Department	Member Convener

A. District Level Empowered Committee (12-Mar-2020)

A District Level Empowered Committee under the Chairmanship of Collector, is hereby constituted with following members

Collector	Chairman
Addl. District Magistrate	Vice Chairman
Superintendent of Police	Member
Municipal Commissioners of the Corporations within the District	Member
PD, DRDA	Member
CDM&PHO	Member
DSWO	Member
DEO	Member
DI&PRO	Member
DMO(PH)	Member Convener

The Committee shall review the emerging situation on a daily basis. The committee is empowered to take all necessary decisions for preventing, containing and mitigating the spread of COVID-19 within the district as per the guidance of State Level Empowered Committee.

B. State & District crisis Management committee (04-Mar-2020)

As per the GoI, action plan for cluster containment - there need be in place institutional mechanism and intersectoral coordination. So it is proposed that State crisis management

committee/ State Empowered Committee is constituted at state level. The committee will take policy decision for containment measures from time to time.

Composition of the committee:

Chief Secretary, Odisha	Chairman
Development Commissioner , Odisha	Member
Principal Secretary, Home Department	Member
Principal Secretary, Health & F.W Department	Member
Principal Secretary, PR Department	Member
Principal Secretary, W&CD Department	Member
Principal Secretary, M&SE Department	Member
Principal Secretary, Fisheries Department	Member
Principal Secretary, SC & ST Department	Member
Mission Director, NHM	Member
Managing Director, OSMCL	Member
Director of Medical Education & Training, Odisha	Member
Director of Health Services, Odisha	Member
Director, SIHFW, Odisha	Member
Director of Public Health, Odisha	Member
Director of Public Health, Odisha	Member Convener

3. Emergency Procurement

A. Constitution of Various Committees

i) Committee for BMC for emergency procurement (22-Mar-2020)

Keeping in the view of the urgency of the situation and as per Section 50 of the Disaster Management Act, 2005, Government has been pleased to constitute a Committee for Bhubaneswar Municipal Corporation (BMC) with following members to take decision on the emergency procurement of drugs, equipment, consumables, etc.

Commissioner, BMC	Chairman
ADM, Bhubaneswar	Member
Financial Officer, BMC	Member
ADPHO, BMC	Member Convener

The Committee may use the following methods for discovery of price (23-Mar-2020)

- i) On availability of time, they may go for short tender.
- ii) If time does not permit and the commodities are scarce, they may procure from identified supplier through verification of their last supply order and tax inclusive price thereof. Supplier may be asked to provide the invoice copy of the last supply order along with quotation.
- iii) For further discovery of prices, the Committee may see the price list available in the internet. While discovering price, the price available on internet, local price, delivery time and cost of transportation, etc should be considered

ii) State Level Emergency Procurement Committee (21-Mar-2020)

Keeping in the view of the urgency of the situation and as per section 50 of the district management Act, 2005, Govt. has been pleased to constitute a state level committee with following members to take decision on the emergency procurement of drugs, equipment, consumables, computers etc. The committee is authorized to approve the overarching principles for making emergency procurement and also take all procurement decisions without any financial limit.

Principle Secretary to Govt. H&FW Dept.	Chairman
Principal Secretary, Finance Department or his representative	Member
Principal Secretary, Industries Department	Member
MD, NHM, Odisha, Bhubaneswar	Member
MD, OSMCL, Bhubaneswar	Member
DMET, Odisha, Bhubaneswar	Member
DPH, Odisha, Bhubaneswar	Member
DHS, Odisha, Bhubaneswar	Member
FA-cum-Additional Secretary to Govt. H&FW Dept.	Member Convener

iii) District Level Emergency Procurement Committee (21-Mar-2020)

Keeping in the view of the urgency of the situation and as per Section 50 of the Disaster Management Act, 2005, Government has been pleased to constitute a District Level Emergency Procurement Committee with following members to take decision on the emergency procurement of drugs, equipment, consumables etc. The Committee is authorised to make emergency procurements as per the guidelines to be communicated by Health & Family Welfare Dept.

Collector	Chairman
ADM	Member
CDM & PHO	Member
Treasury Officer	Member
AOMO (PH)	Member Convener

The Committee may use the following methods for discovery of price (23-Mar-2020)

- i) On availability of time, they may go for short tender.
- ii) If time does not permit and the commodities are scarce, they may procure from identified supplier through verification of their last supply order and tax inclusive price thereof. Supplier may be asked to provide the invoice copy of the last supply order along with quotation.
- iii) For further discovery of prices, the Committee may see the price list available in the internet. While discovering price, the price available on internet, local price, delivery time and cost of transportation, etc should be considered

B. Authorization of departments to make emergency procurement (24-Mar-2020)

In exercise of the powers conferred under clause (a) of Section 50 read with Sub-Section 3 of Section 18 of the Disaster Management Act, 2005 (Act 53 of 2005), the State Disaster Management Authority do hereby authorise the following Department/ Authority to make emergency procurement of such provisions or materials as may be necessary for the containment of the above disaster.

1. Health & Family Welfare Department
2. Director General of police
3. Director General of Police, Fire Service
4. Collector-cum-Chairman, District Disaster Management Authority of all districts

The following procedure shall be followed for the procurement: -

- The Department/ Authority shall constitute a committee which will examine the urgency and the need under the provisions of the Act
- The Committee shall decide the items and quantity of the provisions/ materials required to be procured urgently through emergency procurement by waiver of tender process, if necessary.
- The Committee shall assess availability of OEM/ suppliers for the said provisions/ materials and decide the supplier/ OEM for immediate supply depending on the nature/ time of requirement.
- All provisions/ materials so procured shall be duly entered in a separate stock register and the bill / vouchers must be kept in record.
- Utilisation certificates along with expenditure statements certified by the Head of the Department shall be submitted to the appropriate authority.

C. Enhancement of Financial Powers of Heads of Department of H&FW(Directors) & Collectors (23-Mar-2020)

The financial powers delegated to the authorities making the procurement U/r-12 of DFPR 1978 and Para-4 of FD OM No.4939/F dt 13.02.2012 is hereby enhanced for a temporary period till 30th June, 2020 as per the following table

Sl. No	Authority	Present	Proposed
1	Heads of Departments of H & FW Department (Directors)	Rs.10.00 lakh in each case (recurring)	Rs.50.00 lakh in each case (recurring)
		Rs.50.0 lakh in each case (Non-recurring)	Rs.150.00 lakh in each case (Non-recurring)
2	Collectors	Rs.5.00 lakh in each case (recurring)	Rs.25.00 lakh in each case (recurring)
		Rs.25.00 lakh in each case (Non-recurring)	Rs.75.00 lakh in each case (Non-recurring)

5. Department Specific Orders/Circulars

A. Revenue and Disaster Management Department

- i) Order empowering Health Dept. for requisitioning services of government or private or non-government health providers (06-Apr-2020)

ORDER

Whereas, the COVID-19 pandemic has emerged as a public health crisis of great magnitude and that it requires marshalling of all services available in the State to respond to the challenge;

And whereas, the available health care personnel and resources under Government of Odisha may not be adequate to effectively deal with the situation, it is imperative to require the services of health care personnel available with government departments/organizations, private sector and civil society organizations;

Now, therefore, in accordance with section 22(h) and section 24(g) of the Disaster Management Act, 2005, the State Executive Committee hereby empowers/ authorizes the Principal Secretary, Health & Family Welfare Department , Government of Odisha, Director , Medical Education & Training, Odisha and Director, Health Services , Odisha to requisition the services of doctors, nursing staff, paramedical staff or anybody having expertise in health care management, either from government or private organizations or non-government organizations to assist the Government of Odisha in fighting the COVID-19 pandemic.

Such personnel shall forthwith respond to such requisition by Empowered Authority and render such assistance as would be required of them.

- ii) Utilisation of funds allotted out of State Disaster Response Fund for management of COVID-19 (28-Mar-2020)
 - a. Funds amounting to Rs.225 crore has been provided by Revenue and Disaster Management Department out of State Disaster Response Fund to the Health & Family Welfare Department for management of COVID-19. H & FW Department may have allotted this fund to several Departments/ Directorates/ Collectors for managing works related to COVID-19.
 - b. Besides, Rs.2.00 crore has been allotted to the DG of Police and Rs.1.85 crore to DG, Fire Services for procurement of personal protection equipment and other essential materials for the ODRAF and Fire Personnel.
 - c. These funds allotted out of SDRF either directly by SRC or through H&FW Department or any other Department is required to be spent strictly as per the guidelines and Norms of SDRF laid down by the Government of India

B. Health & Family Welfare Department

- i) Deployment of AYUSH Doctors under CDM & PHO in respective districts (06-Apr-2020)

Letter from Principal Secretary to Government to all District Ayurveda Medical Officers (DAMO) and all District Homoeopathic Medical Officers (DHMO)

“Sub: Regarding deployment of AYUSH Doctors under the CDM & PHO in respective Districts

Madam/ Sir,

In inviting a reference to the subject cited above regarding utilization of the services of AYUSH Doctors and their training & capacity building towards combating COVID-19 spread & its management all Ayurveda and Homoeopathic Medical Officers of the district are placed at the disposal of the respective CDM&PHOs. The DAMO/DHMO shall work as a wing Officer, AYUSH under the administrative control of COM & PHO and the entire AMO/HMO work force shall be assigned duties in healthcare institutions /quarantine centers or any appropriate place as decided by CDM& PHO in consultation with the Collector and DAMO/DHMO.

Further, it has also been decided that 1620 AYUSH personnel under your control including doctors/PG/Under graduate students (final yr & 3rd yr) /SN /LT/ ANM will be imparted training on COVID immediately. MoHFW is developing training material for the same”

ii) Technical assistance to District surveillance units and Rapid response teams (05-Apr-2020)

Letter from Principal Secretary to Government to the Dean & Principals/ Superintendents of all Government Medical College and Hospitals

“In view of the emergent pandemic COVID-19, all the Medical College and Hospital s are required to render necessary technical assistance to the District Surveillance Units and Rapid Response Teams for surveillance of Severe Acute Respiratory Infection (SARI), Influenza-like illness(ILI), common flu, containment of clusters, contact tracing of confirmed cases, etc.

The following MCHs will provide technical support to the districts mentioned against each in all COVID-19 related activities.

SI No	Name of the MCH	Districts tagged
1	SCB MCH, Cuttack	Cuttack, Dhenkanal, Jajpur, Jagatsinghpur, Kendrapara, Khorda, Nayagarh, Puri
2	MKCG MCH, Berhampur	Boudh, Ganjam, Gajapati, Kandhmal
3	VIMSAR, Burla	Angul, Bargarh, Deogarh, Jharsuguda , Sambalpur, Sundargarh
4	SLN MCH, Koraput	Koraput, , Malkangiri, Nabrangpur, Rayagada
5	PRM MCH, Baripada	Keonjhar, Mayurbhanj
6	FM MCH, Balasore	Balasore and Bhadrak
7	BB MCH, Bolangir	Bolangir, Kalahandi, Nuapada , Sonapur

“

C. General Administration & Public Grievance Department

- i) Training of 7th, 8th, 9th semester MBBS students (28-Mar-2020)
- a. It is necessary to train the medical community; doctors, paramedics and others who will be involved in the direct management of the patients in the COVID hospitals and isolation wards of various health facilities. Considering the nature of the disease, extreme care and caution as well as professional approach need to be adopted. Therefore, it is decided that intensive training of the personnel in accordance with available protocols will be conducted.
 - b. Further, considering the dearth of doctors, it has been decided that the 7th, 8th & 9th Semester MBBS students of all medical colleges will be trained-who could be deployed in case need arises. In the first phase, the training of govt. establishments would be taken up. The Private Medical Colleges will also be required to train the Doctors & students simultaneously.
 - c. Smt. Anu Garg, JAS, Principal Secretary, Labour & ESI & W&CD assisted by Shri Bhupendra S. Poonia, IAS will be handling this crucial assignment.

ii) Order to be affixed on residents of quarantine persons (23-Mar-2020)

The Government of Odisha hereby notifies that in the interest of proper enforcement of the home quarantine, the form appended to this order be affixed on the residents of quarantine persons for wider dissemination of public in the interest of public health. The District Collectors are hereby authorized to adopt home quarantine/isolation measures for persons returning from places outside the State also wherever felt necessary.

Further, the operational guidelines in connection with affixing of the notices is appended as Annexure-II for ease of implementation

କରୋନା ଭୂତାଣୁ ସଂକ୍ରମଣ ୨୦୧୯

COVID - 19

ପ୍ରବେଶ ନିଷେଧ

ENTRY PROHIBITED

ଏହି ଗୃହ ପ୍ରଶାସନର ନିରୀକ୍ଷଣରେ ରହିଛି

HOME UNDER QUARANTINE

ତାର୍ଠିକ

ରୁ

FROM

TO

ନାମ

Name

ଠିକଣା

Address

ବ୍ୟକ୍ତି ସଂଖ୍ୟା

No. of persons

ସାମାଜିକ ବାସନ ଏକ ଦଣ୍ଡନୀୟ ଅପରାଧ

Social boycott is a punishable offence.

ଭାରପ୍ରାପ୍ତ ଅଧିକାରୀଙ୍କ ସ୍ୱାକ୍ଷର

Signature of authorized person.

ଜିଲ୍ଲା ପ୍ରଶାସନ

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ANNEXURE-II

Community Monitoring Of Quarantined Homes and placement of Stickers.

1. District Administration will get these stickers pasted to restrict the mobility of the residents who have been placed under Home Quarantine. Those, who have completed quarantine, will not be covered.
2. The stickers will mention the duration of Home Quarantine, the details of the house and the family too.
3. Clear instructions should be given to community for no one to visit the house.
4. It is mandated that no media/ press is allowed near the house and no one is allowed to cover any such case in press / media or no one should give personal details of persons quarantined in public domain.
5. The list of Quarantined homes to be shared with the Local Police Station for maintaining a strict vigil on these houses. Workers of IDSP Cell should also monitor these cases.
6. The instructions will be implemented through District Magistrates and Municipal Commissioners.
7. Vigil by local authorities should be kept to ensure that there is no social boycott. Local administration, while calling these households should enquire about same.
8. Issue of availability of essential commodities for these households needs to be handled locally by district administration.
9. Cases referred by any source - 104 Help line . IDSP Cell etc will be covered as long as they have been directed by competent authorities for Home Quarantine.
10. District Magistrates may apply these guidelines to people returning from other states, mutatis mutandis, as per local requirements.

D. Planning & Convergence Department

- i) Addition of Projects in Admissible Project List of the Rules and Procedures for sanction of MLALADs Funds, 1997 (23-Mar-2020)

Letter to all Collectors:

1. Government have been pleased to add the following projects in the list of Admissible Projects under MLALAD Guidelines, 1997.
 - i) Provision of required manpower for different activities to counter COVID-19.
 - ii) Procurement of material for Temporary Health Camps (TH Cs)
 - iii) Provision of infrastructure including Toilets for the THCs
 - iv) Hiring of Ambulances / other vehicles for transportation of Patients
 - v) Provision of Food, Drinking Water, cleaning, watch and ward etc.
 - vi) Provision of similar facilities/ requirements for Isolation Centres
2. The District Collectors, in consultation with Hon'ble MLAs concerned may sanction funds for these individual projects without financial limit, but within the admissible amount allocated for each MLA under MLALADS Funds.

E. Directorate of Public Health

- i) Increase of Para medical staffs and doctors up to 25% against the sanctioned strength and requisition of vehicles to combat COVID-19 (18-Mar-2020)

1. It has been decided that additional manpower like Para medical staffs and doctors may be required to combat COVID -19 over and above the sanctioned strength and man in position available including the vehicles for movement and coordination
2. In view of the above if required, the Superintendent of all Medical Colleges, Director-Medical Education and Training, Director-Health Services and all Chief District Medical and Public Health Officers are authorised to engage Para medical staffs and doctors up to 25% against the sanctioned strength at their level and report compliance to this office for record. For requirement of vehicles, the above are requested to submit requisition of vehicles of different types to Collectors and District Magistrate. The fund for the above purpose will be meet out of State Public Health Fund

F. Directorate of Nursing

- i) Training of Staff Nurses and other Support Staff to manage COVID 19 cases (09-Apr-2020)

Letter to The Director, Capital Hospital, Bhubaneswar / RGH, Rourkela Supdts., All Medical College & Hospitals/ All CDM & PHOs

“Sub: Regarding training of Staff Nurses and support staff in Medical college Hospitals and District Headquarter Hospital in Clinical management the COVID-19

Sir/Madam,

As per the discussion with a number of Matrons / Asst. Matrons of above mentioned hospitals, that the training on COVID-19 imparted to Staff Nurses and support staff is not satisfactory and a large numbers have been left out. The matter was discussed with Director, Health Services, Odisha and as instructed by higher authority.

You are requested to instruct your DMO (MS)-cum-Suptd. alongwith Hospital Managers to ensure that all the Staff Nurses working under you are trained and ready as per Govt. of India guidelines.

A ToT of in-charge Staff Nurse may be done by district epidemiologist / Medicine Specialist / T.B Chest Specialist / Microbiologist and Hospital Manager as per updated guidelines . Cascade training will be undertaken of two groups of staff nurses at 12.00 P.M. and 8.00 P.M. daily to ensure that none are left out (under supervision of Matron / Asst. Matron). It should be duly certified by DMO (MS) / Supdt., DHH / Medical College Hospitals that all staff nurses are trained.”

G. Finance Department

i) Deferment of salary/wages in view of the economic impact of COVID-19 (31-Mar-2020)

In view of the economic impact caused due to lockdown and expenditures incurred to control COVID-19 it has been decided to defer the wages and salaries of the public and Government servants w.e.f. 31st March, 2020 in the following manner:-

1. There shall be a deferment of 70% in the gross salary for the month of March, 2020 onwards, in respect of Hon'ble Chief Minister/ Hon'ble Ministers/ Hon'ble MLAs/ Chairperson of all Corporations and elected Representatives of all Local Bodies.
2. There shall be a deferment of 50% in gross salary for the month of March. 2020 onwards, in respect of All India Services i.e. , IAS, IPS and IFS.
3. The recovery towards the repayment of Principal/ Interest of long term advances will be made as usual from the reduced monthly salary/wages. Deduction towards employees' NPS contribution will be 10% of the basic pay+ Dearness Allowance drawn.
4. However, the DDOs of the establishments may seek the option from the employees for re-fixation of the deduction towards GPF, income tax and other such deductions.
5. In case any bill has been prepared/ submitted for the month of March, 2020 it may be revised as per the above instructions.
6. The above instructions will be implemented with immediate effect and continue till further orders.

ii) Electronic/Online processing of bills during lockdown period (26-Mar-2020)

1. To prevent the spread of Covid-2019, social distancing has become inevitable. Although there has been complete lockdown of the State w.e.f. 24.3.2020 all the Treasuries in the state are working to facilitate the Government disbursement and receipts. However, the Drawing & Disbursing Officers of different Government establishments are facing difficulties to commute to their respective offices for preparation of bills and the subsequent submission of the hard copies under their signature to the concerned Treasuries
2. Considering the difficulties and to ensure social distancing , DDOs are here by allowed to submit online bills with or without DSC to concerned Treasuries attaching the necessary supporting documents in the electronic form using the DDO interface of IFMS.
3. The bills for which online submission facility is not available in IFMS, for instance claims pertaining to RCM, Travel Allowance , Salaries of Hon'ble Members of Legislative Assembly, Salary Bill for Hon'ble Speaker & Deputy Speaker, the DDOs

can submit the scanned copies of the manual bills prepared by them to the Treasury Officer in their designated emails.

4. Treasury Officers will process the bills received through the online DDO interface of IFMS directly without waiting for the physical bills and their supporting documents which would have been normally presented in the Book of Drawal.
5. Treasury Officers will download and print scanned copies of the manual bills received by the DDOs in their designated emails. Further processing of the claims will be made in the Treasuries on the basis of printed copies.
6. In order to avoid any possibility of over-drawal/wrong drawal, DDOs will furnish a list of the bills as per the format enclosed to the designated email of the Treasury Officers as available in the IFMS Portal (<http://www.odishatreasury.gov.in>) with copy to the Central location of Directorate of Treasuries & Inspection, Odisha, Bhubaneswar in the mail email-dtcentrallocation@gmail.com
7. This arrangement will be purely for an interim period till the lock down continues. DDOs will submit physical copies of the bills submitted online (either through DDO interface or by email) to the Treasury under their signature dated on which online bill was submitted to the Treasury earlier. Treasuries will not process any further claim of the concerned DDO if he fails to submit the physical copies of the bill after the lock down period is over.
8. On receipt of the physical bill, Treasury Officers will also put their signatures as per the hierarchy of online processing and submit the vouchers to the Principal Accountant General, Odisha along with the accounts.
9. This process will be operational immediately even for the claims which are likely to be processed during the remaining days of the current Financial Year. DDOs may submit the physical copies of such bills under their signature preferably in the first week of April, 2020 in order to enable the Treasuries to submit the closing accounts for the month of March, 2020 immediately after the lock down period is over.
10. The above online process of drawal may also be followed for the month of April, 2020 (till the end of lock down period). The accounts for the month of April will be submitted by the Treasuries to the Principal Accountant General (A&E), Odisha after obtaining the physical vouchers from their respective 000s by 08th May, 2020.
11. The approval of the Principal Accountant General (A&E), Odisha in this matter has been obtained vide email dated 26th March, 2020.

iii) **Permission to DDOs and Financial sanctioning Authorities to attend office to prepare bills till 31-3-2020 (25-Mar-2020)**

Letter to the Commissioner of Police Bhubaneswar & Cuttack / All Collectors / District Superintendents of Police

- a. In order to manage the financial functioning of the State Government all treasuries in the state shall remain open to facilitate the Government disbursement and receipts. Government of Odisha have extended the dateline for submission of the bills to the treasuries till 29th of March'2020. In addition to that claims relating to Central Sector Schemes and Central Sponsored Scheme have been extended till 31st of March' 2020.
- b. The Drawing and Disbursing Officers and the Financial Sanctioning Authorities of the State Government have been facing difficulties to commute to their respective offices for preparation of bills ,and their subsequent submission in the treasuries;
- c. It is therefore requested that the Commissionerate of Police Bhubaneswar & Cuttack and District Superintendents of Police of all Districts may allow the officials of the

DDOs of different Government establishment to attend their respective offices in order to facilitate the expenditure functioning and Financial Year end transactions till 31.03.2020 on production of a certificate by the Head of Office.

iv) Precautionary measures needs to be taken up by Treasuries

- The work place & surfaces of office articles including furniture and IT goods like mouse, keyboard, desk, tables, telephone, lift switches door handles etc. should be properly cleaned and sanitized with sanitizers at frequent interval.
- Promotion and practice of regular hand washing and use of mask by the officers/officials of Treasury as well as visitors coming to treasury.
- Keep hand wash, soaps and sanitizer at prominent place and wash rooms.
- Social distancing should be strictly followed.
- Officials as well as people including pensioners should be consulted to communicate with treasury for facilitating resolution of their work through mail/telephone instead of physical movement and contact.
- Visitors coming treasury for their work should be facilitated from safety distance.
- Overcrowding in the Treasuries should be avoided at any cost.
- Posters on awareness as well as safety measures on COVID-19 need to be displace in prominent place, especially at the entrance of the office.
- Physical meetings should be cancelled or restricted to a few members only.
- Meetings, discussion or communications can be made via mail; WhatsApp, Video calls or any other mode is most convenient and can happen without social contact.

v) Business Continuation Plan for IFMS during Locked Down Period

d. Extension for submission of bills:

- Permission will be given at local treasury level.
- TOs will take the decision based on local requirements.
- No extension will be given beyond 29th of March.
- In case DDOs are not able to draw 10% 7th CPC arrear or 5% DA arrear they need not panic as the same can be drawn in the subsequent Financial Year

e. Help Desk activity in DTI:

- Operate through mail and telephonic contact.
- Complainants will give their contact number in the designated mail for onward response and resolutions.
- TCS to identify one designated Resource to monitor the complaints received through Mail and to assign the calls among Technical Team for Resolution.
- In case of official approval, transfer the calls to designated Officers through their mail with telephonic intimation.
- Accounts Officers will be given responsibility for Treasury monitoring for support and resolution of issues.
- Treasury wise distribution of works among AOs.
- Accounts Officers will also contact the designated Officers/ TCS Team for early resolutions of calls.

f. Work from Home for TCS Team:

- TCS team will work from home and would be available on call.
- Government vehicle will bring them to Office in case urgency.

- g. Work from Home for DTI Officers/ Officials:
- Decision on Identification & distribution of work

6. References:

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26. <https://health.odisha.gov.in/pdf/permission-to-DDOs-and-Financial-sanctioning-Authorities-to-attend-office-to-prepare-bills-till-3132020Finance2532020.pdf>