COVID-19:
MASTER CIRCULAR ON LOCKDOWN

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1. 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

---

**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.
3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

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. Fold filter in center of folded bandana.

3. Fold top down. Fold bottom up.

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

5. Fold side to the middle and tuck.

6. Place over mouth and nose.
2. 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 14th April 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. Daruthenga/Chandaka
 12. Dhauli
 13. Jania
 14. Sijua

 Balakati
 15. Balakati(Pratapsaan)
 16. Balianta
 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.
3. 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, Mynta, 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.
4. 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 to 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 Deptt.</td>
<td>1800 34567 03 <a href="mailto:scc.migrantworkers@gmail.com">scc.migrantworkers@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>
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</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:rc.odisha@gmail.com">rc.odisha@gmail.com</a></td>
</tr>
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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>SI. No.</th>
<th>Goods &amp; Services</th>
<th>Coordinator</th>
<th>Contact details</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Industry and Mines, medicines and healthcare</td>
<td>Shri Hemani Kumar Sharma, Principal Secretary, Industries</td>
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<td>0674-2536640/2391384 9438907001 /9437062602</td>
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<td><a href="mailto:indsec.or@nic.in">indsec.or@nic.in</a></td>
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<tr>
<td>2.</td>
<td>Telecom &amp; IT/ITES, Cable &amp; DTH</td>
<td>Shri Manoj Mishra, Secretary, E&amp;IT</td>
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<td>0674-2567584 937231000</td>
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<td>it <a href="mailto:sec.or@nic.in">sec.or@nic.in</a></td>
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<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</td>
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<td><a href="mailto:Wrsec.or@nic.in">Wrsec.or@nic.in</a></td>
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<td><a href="mailto:surendrakumar1966@nic.in">surendrakumar1966@nic.in</a></td>
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<tr>
<td>4.</td>
<td>Agriculture, Horticulture, Seeds, equipment, etc</td>
<td>Dr. Saurabh Garg, Principal Secretary, Agriculture &amp; FE</td>
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<td>0674-2391325 986883366</td>
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<td>5.</td>
<td>Electricity, Water and Municipal Services</td>
<td>Shri G. Mathivathanan, Principal Secretary, Housing &amp; Urban Development</td>
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<td>0674 - 2590771/ 2397622 9437095067</td>
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<td></td>
<td><a href="mailto:udsec.or@nic.in">udsec.or@nic.in</a></td>
<td></td>
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</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 bottle necks if any.
- Create a platform to facilitate traders and transporters to air their issues and resolve the same.

5. **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 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 Conveners
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 lockdown 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 lockdown 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

tn
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
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 30m 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, ac 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 of 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 lockdown 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)

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 (Khetrapur), 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 Head-quarters 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.

T. Prohibition of strikes by any agency or group of persons dealing with sanitation work and distribution of drinking water in the ULBs (21-Mar-2020)

a. In exercise of the power conferred by the section (1) of Section 3 of the Odisha Essential Service (Maintenance) Act, 1988 (Odisha Act 9 of 1992), the Government of Odisha hereby prohibit strike by any agency or group of persons dealing with sanitation work in ULBs of the State and by the casual workers connected with supply and distribution of drinking water in the ULBs.

b. This will be applicable to all the ULBs of the State, PHEO, OWSSB & WATCO.
c. The order shall remain in force for a period of six month with effect from the date of issue of the order

6. 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)

   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
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.


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
8. References