

COVID-19:

MASTER CIRCULAR ON LOCKDOWN

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1. 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.
2. Offices of the Government of India, its Autonomous/ Subordinate Offices and Public Corporations located in the State of Odisha shall remain closed.

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 NPCL, 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 fire-fighting in forests, watering plantations, patrolling and their necessary transport/ movement.
- (h) Social Welfare Department, with bare minimum staff, for operations of Home for children/disables/senior citizens/ destitute/ women/widows, Observation homes and pensions.
- (i) Any other Department(s)/ Office(s) notified from time to time by State Government.

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

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

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

5. Commercial and private establishments shall be closed down.

Exceptions:

- (a) Shops, including ration shops (under PDS), dealing with food, groceries, fruits and vegetables, dairy and milk booths, meat and fish, animal feed & fodder, seeds and pesticides including their transportation, warehousing and related activities. However, district authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.
- (b) Take away and home delivery restaurants including dhabas. Home delivery by operators/ online delivery services such as Amazon, Flipkart, Swiggy, Zomato, Myntra, KFC, Pizza Hut, Dominos, Uber Eats, Blue Dart, DTDC, Big Basket, Grofers, Urban Clap, etc.
- (c) Delivery of all essential goods including food, pharmaceuticals, medical equipment through E-commerce.
- (d) Retailers of food & grocery items such as Big Bazaar, Reliance Fresh, OMFED, OPOLFED, Chilika Fresh, Spencers etc. They are also allowed to provide home delivery services.
- (e) Banks, insurance offices, and ATMs including IT Vendors for banking operation; Banking Correspondent and ATM operation and cash management agencies.

- (f) Print, electronic and social media.
- (g) Telecommunications, internet services, broadcasting and cable services/ DTH. IT and IT enabled Services (ITeS) (as far as possible to work from home).
- (h) Petrol pumps, LPG, Petroleum and gas retail and storage outlets.
- (i) Power generation, transmission and distribution units and services.
- (j) Data and Call Centres.
- (k) Capital and debt market services as notified by the Securities and Exchange Board of India (SEBI).
- (l) Cold storage, Warehousing services and Packaging Units including their transportation.
- (m) Private security services.

All other establishments may work from home only.

6. Industrial Establishments will remain closed.

Exceptions:

- (a) Manufacturing units of essential goods, including drugs, pharmaceutical, medical devices, their raw material & intermediates.
- (b) Production units, which require continuous process, after obtaining required permission from the State Government.
- (c) Production, transportation, supply of explosives and activities incidental to mining operations.
- (d) Any service or establishment dealing with the production, supply or distribution of coal, power, steel or fertilizers.
- (e) Operation of mines of iron ore, coking coal, thermal coal, limestone, dolomite, manganese, chromite, bauxite etc. as well as operations of ferroalloys, iron ore pellet plants etc. which are supply critical raw material for production of steel and aluminum.
- (f) Manufacturing units of packaging material for food items, drugs, pharmaceutical and medical devices and other essential commodities.

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

Exceptions:

- (a) Transportation of all goods. All goods carriers, whether loaded or unloaded.
- (b) Fire, law and order and emergency services.
- (c) Operations of railways, airports and seaports for cargo movement, relief and evacuation and their related operational organizations.
- (d) Inter-state movement of goods/ cargo for inland and exports.

- (e) Cross land border movement of essential goods including petroleum products and LPG, food products, medical supplies.
- (f) Transport to and from hospitals.

8. Hospitality Services to remain suspended.

Exceptions:

- (a) Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.
- (b) Establishments used or earmarked for quarantine facilities.

- 9. All educational, training, research, coaching institutions, etc. shall remain closed.
- 10. All places of worship shall be closed for public. No religious congregations will be permitted, without any exception.
- 11. All Government, social, political, sports, entertainment, academic, cultural or religious functions/ gatherings shall be barred.
- 12. All congregations of more than 5 persons are prohibited in public places.
- 13. In case of funerals, congregation of not more than twenty persons will be permitted. Social distancing guidelines are to be followed.
- 14. All persons who have arrived into India after 15.02.2020 and such other persons, who have been directed by health care personnel, shall remain under strict home/ institutional quarantine for the period as decided by local Health Authorities, failing which they will be liable to be prosecuted as per law.
- 15. Wherever exceptions to above containment measures have been allowed, the organisations or employers must ensure necessary precautions against COVID-19 virus, as well as social distance measures, as advised by the Health Department from time to time.
- 16. Resident Welfare Associations (RWAs) shall take necessary measures for ensuring social distancing and for maintaining essential services. If any violation is found, it is the duty of President or Secretary of RWA to inform the local enforcement authorities.
- 17. Landlords or house-owners or RWAs shall not harass or force any doctors or paramedical staff or healthcare personnel all over the State of Odisha to vacate their rented residences. Such behavior will amount to obstructing public servant engaged in Disaster Mitigation and essential services in discharging their duties and shall be penalized as per law, as mentioned in Clause 25 of this order.
- 18. Private establishments (including private security) that support the above services or are linked to the efforts for containment of COVID-19 will remain open. If there is any doubt as to whether a service establishment is essential or not, the Collector and District Magistrate/ Municipal Commissioner shall be the competent authority to decide.
- 19. All Employers shall make payments of wages/ salaries to workers/ employees, including those working on contractual and outsourcing basis during the lockdown period.
- 20. All pregnant women who are expected to deliver in the ensuing months shall be listed, monitored and assisted by field personnel of Department of Health & Family Welfare, to ensure institutional delivery.
- 21. In order to implement these containment measures, all Tahsildars in the State are designated as Incident Commanders in their respective local jurisdictions. In addition, the Police Commissioner/ District Magistrate may deploy additional Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall

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

22. Police Commissioner, Collector, ADM, CDM&PHO, DCP, Sub- Collector, Tahasildar, B.D.O, Municipal Commissioner and Executive Officer of Urban Local Bodies are hereby authorized to take all necessary actions for enforcement and implementation of the aforesaid measures. Local police shall render necessary assistance as and when requisitioned by the aforementioned officers.
23. All enforcing authorities to note that these strict restrictions fundamentally relate to movement of people, but not that of goods.
24. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.
25. Any person violating these containment measures will be liable to be proceeded against as per the provisions of sections 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the Indian Penal Code.
26. In case of any doubt, the State Government in R&DM (Disaster Management) Department will issue necessary directions or clarifications.
27. The above containment measures will remain in force, in all parts of the State up to midnight of 14.4.2020.

2. Facilitation for ensuring supply of essential goods and services

A. Functioning of Control Room

I. Control Room for Migrant Labours (28-Mar-2020 & 27-Mar-2020)

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

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

SI. No.	Designated Officer	Control Room details
1.	Shri Sanjeev Chopra, Principal Secretary, Home Department	Home Department 0674-2392115 (15 lines) / 9438915986 Email: homesecond@nic.in
2.	Smt. Anu Garg, IAS, Principal Secretary, Labour & ESI Deptt.	1800 34567 03 scc.migrantworkers@gmail.com

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:

SI. No.	Designated Officer	Control Room details
3.	Shri Sanjib Mishra, IAS Resident Commissioner, Odisha Bhawan, 4, Bordoloi Marg, Chanyakpuri, New Delhi-21	011-23018488 Email: rc.odisha@gmail.com

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)

- 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.
- 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

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

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.

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

A. 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.

B. 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 lime 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.”

C. Provision of food for Sick, Indigent and Destitutes in Rural Areas due to lockdown to prevent spread of COVID-19 (30-Mar-2020, 29-Mar-2020 & 28-Mar-2020)

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

Date	Sl. No.	Name of the person	Male/ Female	Adult/ Child below 12 yrs.	Address	Category (i.e., sick/ indigent/
						sick/ indigent/

						destitute/ If any other, specify)
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Format-II

Report on of persons provided with food during lockdown in the wake of COVID-19

Name of the District:

Date:

Sl. No.	Name of the Block	No. of GPs covered	No. of persons covered		
			Adult	Children	Total

“

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.”

D. 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

E. 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.

F. 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.”

G. 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.”

H. 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.

I. Authorization of Urban Local Body/ officers to issue vehicle passes (25-Mar-2020)

- 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

J. 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

K. 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.

L. 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

M. 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)

N. 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

O. Unhindered movement of Goods Transport Vehicle to maintain smooth supply of daily needs and essential commodities (23-Mar-2020)

Letter to All Collectors and all Superintendents of Police – highlighting instructions for ensuring smooth movement of Permitted Goods

- a. All officials involve in administration specially the police personnel on the road implementing the Lockdown need to be sensitized that uninterrupted supply chain of

essential and daily need goods will be crucial in the coming days. All field Police personnel be sensitized by the SPs themselves and instructed NOT TO DETAIN/OBSTRUCT FREE MOVEMENT OF GOODS TRANSPORT VEHICLE

- b. Besides, it is re-iterated that all shops dealing in permitted items as indicated in the Lockdown order of Health Department vide Order no. 8709 dated 21.03.2020 shall be allowed to open and operate unhindered. All other shops shall be closed and police must concentrate on ensuring closure of non-permitted goods shop. Any obstruction can have an adverse effect on the psychology of traders which in turn can impact the supply chain adversely.
- c. Collectors must inform through their CSO, all Transporters /Traders / Wholesalers/ Shopkeepers that they shall write the name of commodity being carried in their vehicle on a paper and stick the same on the wind-screen of vehicle.
- d. The SPs shall communicate the field Police functionaries till the last Constable level that they shall allow the vehicles free movement of the vehicle simply upon seeing the name of the commodity on the wind-screen
- e. **ANY UNDUE OBSTRUCTION CAN HAVE A VERY ADVERSE IMPACT ON THE ENTIRE SUPPLY CHAIN. THIS SHALL BE AVOIDED BY ALL FIELD FUNCTIONARIES AT ALL COSTS.**

P. 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, at the end of the month, are to furnish a certificate to the effect that all beneficiaries, covered under SNP, have been provided their entitlements for 25 days of the month of April, 2020.

Funds required for the purpose for the month of April, 2020 will be met out of unutilised funds under SNP in FY 2019-20. In case of deficiency, however, expenditure may be met from either the revolving fund of Rs 10,000/- retained in the joint account of the AWW & Ward Member/Councilor or from interest amount accruing out of unutilised funds under SNP. Funds under any other head, lying unutilised with DSWOs or CDPOs, may be availed as the last option.

Q. Scholarship distribution and evacuation of wards from hostels by SC/ST Development Department (23-Mar-2020)

It has been decided to close all hostels managed by ST & SC Development Department in view of Covid-19. In view of the above, the following instructions shall be strictly followed while vacating the hostels:-

1. All the lock down districts shall complete the disbursement of financial incentive to parents/guardian of the ST/SC boarders and ensure vacation of hostels latest by 25th March 2020.
2. All boarders of other districts shall vacate the hostels as early as possible.
3. The parents/ guardians and/ or their representatives will transport their wards by private transports arranged by them.

4. Parents/guardians of the boarders shall be allowed to make movement from their homes to hostel and vice versa during this period. The Superintendents of Police may be intimated accordingly and boarders/ parents/guardians should not be detained.
5. All parents/guardians shall be provided with a hard copy of the receipt of financial incentive by the respective Headmaster so that they can produce it as evidence in support of their movement/travel.
6. All DWOs are directed to give report on daily basis on number of boarders remaining in the hostels on the Department whatsapp group.
7. WEOs to give certificate of vacation of hostels to DWOs on the completion of this exercise

R. Arrangement for ensuring smooth movement of permitted goods during Lockdown due to combat COVID-19 (22-Mar-2020)

Letter to Collectors – highlighting instructions for ensuring smooth movement of Permitted Goods

- a. There shall be no restriction on movement of Permitted Goods. All Permitted Goods vehicle shall be allowed to move unhindered.
- b. In order to regulate the supply chain at the wholesale point, the concerned Collector and SP will hold a joint meeting with the trader's association/bodies of their respective district, immediately and not later than 23rd of March 2020. These wholesale markets will be allowed to operate 24 x 7 with wholesalers functioning on rotational basis. This is to prevent overcrowding of humans and vehicles in the wholesale markets. This implies that there shall be time slotting for different wholesalers to operate and all wholesalers cannot operate at the same time. **THIS SHALL BE ENSURED STRICTLY BY THE COLLECTORS AND SPs WITH CSO IN-CHARGE OF THIS TASK.** At these points proper sanitation facilities have to be ensured by the respective traders/wholesalers Association.
- c. During the interaction with Traders Associations, Collector & SP will explore the possibilities of opening Sub-Depots at different locations by the wholesalers to avoid over-crowding at the present wholesale markets. This is more relevant for places like Cuttack (Malgodam), Sambalpur (Khetrajpur), etc.
- d. Reasonable number of eating joints at the Wholesale markets points shall be opened with proper controls and regulations to ensure availability of food to the workforce involved in the operations.
- e. Police/ Municipal authorities shall ensure that all shops other than those allowed by the Lockdown order issued by Health & Family Welfare Department vide Order no. 8709 dated 21.03.2020 remain closed without exception. This shall discourage the movement of Non Permitted Goods.
- f. Transportation of raw materials like coal and iron ore other minerals required by production units to maintain uninterrupted supply chain shall be permitted unhindered.
- g. All RTOs to hold a meeting immediately and not later than 01.00 PM of 23.03.2020 with all Goods Transport Associations to ensure that sufficient vehicles with manpower is available for smooth movement of all Permitted Goods. They shall attend to all grievances relating to goods vehicle movement of their respective districts.
- h. SANJOG Help-line Toll Free number (155335) shall be utilised for registering and addressing all grievances by traders / Shopkeepers / Wholesalers who face any problem relating to smooth supply / movement of Permitted Goods traffic. Adequate publicity is to be made at State and District level to popularise the Toll Free Number.
- i. Nodal Officers from Food Supplies & Consumer Welfare Department, State Police 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.

S. 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

4. 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. 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.

ii. 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.

5. Functioning of Courts (25-Mar-2020)

- a. Functioning of the High Court and its offices will remain suspended w.e.f. 26.03.2020 till 15.04.2020.
- b. However, mention memos in respect of extremely urgent matters which cannot await till 15.04.2020 be filed before the Deputy Registrar (Judicial) through official e-mail ID: drj.od-hc@gov.in between 11.00 A.M. and 12.00 Noon

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