

GAD-COOD-MISC-0001-2018-9898/GEN

Government of Odisha  
General Administration and Public Grievance Department

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Bhubaneswar, Dated : 23.03.2020

**ORDER**

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

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

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

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



(Sanjeev Chopra)  
Principal Secretary

Memo No.9899/Gen

Copy Forwarded to P.S to Hon'ble Chief Minister/ P.S to all Ministers/ OSD to Chief Secretary/ Additional Chief Secretaries/ Principal Secretaries/ Commissioner Cum Secretaries of all Departments/ Police Commissioner, Bhubaneswar for kind information and immediate necessary action.



(Sanjeev Chopra)  
Principal Secretary

