

No.B.14015/50/2020-GAD
GOVERNMENT OF MIZORAM
GENERAL ADMINISTRATION DEPARTMENT

Dated Aizawl, the 20th March, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to prevent the spread of Novel Coronavirus (COVID-19) – regarding.

In continuation of this Department Office Memorandum of even No. dated 19th March, 2020 and in line with Office Memorandum issued by the Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) vide letter No.11013/9/2014-Estt(A-III) dt. 19.3.2020, the following instructions are hereby issued for the well-being of employees of Government of Mizoram and in the interest of public health and safety.

1. Heads of Department (HoDs)/Heads of Office (HoOs) may ensure that 50 per cent of Group B, C & D employees of Government of Mizoram are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs/HoOs are advised to draft a weekly roster of duty for Group B, C and D staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, Heads of Department (HoDs)/Heads of Office (HoOs) are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
2. The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
3. Instruction should be issued to all Attached/Subordinate Offices, Autonomous/Statutory Bodies/Public Sector Undertakings by their respective Head of Departments and Administrative Head of Department.
4. These instructions shall not apply to the Offices and employees engaged in essential services viz. P&E, PHE, FCS&CA, H&FW, Excise & Narcotics Departments and emergency services viz. Fire & Emergency Services and those who are involved in traffic management, Law & Order and Departments/officials engaged in taking measures to prevent the spread of COVID-19.
5. These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020

Sd/- J.C.RAMTHANGA

Additional Chief Secretary to the Govt. of Mizoram
General Administration Department

Copy to:

1. Secretary to Governor, Mizoram.
2. PS to Chief Minister, Mizoram.
3. PS to Dy. Chief Minister, Mizoram.
4. PS to Speaker, Mizoram.
5. PS to Ministers/Ministers of State/ Dy. Speaker/ Deputy Govt. Chief Whip, Mizoram/ Vice Chairman, State Planning Board, Mizoram.
6. Sr. PPS to Chief Secretary, Govt. of Mizoram.
7. PS to all Principal Secretaries/Commissioners & Secretaries/Secretaries to the Govt. of Mizoram.
8. All Administrative Departments, Government of Mizoram.
9. Resident Commissioner, New Delhi, Government of Mizoram.
10. All Deputy Commissioners, Government of Mizoram.
11. All Heads of Departments, Govt. of Mizoram.
12. Accountant General, Mizoram.
13. Registrar, Gauhati High Court, Aizawl Bench.
14. Secretary, State Election Commissioner, Mizoram.
15. Secretary, MPSC/MCIC/MSEC/MSCPCR/Mizoram Lokayukta.
16. All Boards & Corporations under Govt. of Mizoram.
17. Director, Information & Public Relations. She is requested to publicise this matter to the general public in local language.
18. Joint Resident Commissioner, Kolkata, Government of Mizoram.
19. Deputy Resident Commissioner, Guwahati/Shillong/Silchar/ Mumbai, Government of Mizoram.
20. Guard File.



20/3/2020

(ROCHUANGKIMI KHENGLAWT)

Under Secretary to the Govt. of Mizoram
General Administration Department