

Government of Odisha
General Administration & Public Grievance Department

GAD-COOD-MISC-0001-2018- 10756 /GEN.

Bhubaneswar, Dated the 7th April, 2021.

ORDER

Subject: Restriction on public access to Government Offices and conduct of meetings in view of resurgence of COVID-19 in the State.

An advisory was issued vide this Department order No. 14020 Dt.12.06.2020 for strict implementation of the protocol for containment of COVID-19 infection in the State. A copy is enclosed for reference.

In view of resurgence of the COVID infection in the State, it is felt necessary that COVID appropriate protocol should be strictly implemented in all offices, as indicated below;

1. There shall be restriction on public access to the Government Offices particularly in Bhubaneswar & Cuttack cities and Districts where incidence of COVID infection is high. Only in extremely urgent cases, entry will be permitted in a Govt office based on approval of the senior-most official. For redressal of public grievances, intensive use of e-Abhijog portal will be made.

2. Physical meetings shall be discouraged, unless urgent & necessary. Meetings should be held online, as far as possible.

3. During physical meetings, minimum distance of 2 metres should be maintained.

4. Official works will be managed, as far as practical, by use of virtual means.

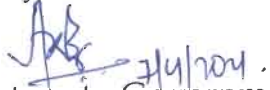
Administrative Departments may suitably communicate this above instructions to respective sub-ordinate and field offices for proper implementation of the COVID protocol.

Sd/-

Additional Chief Secretary to Government.

Memo No. 10757 /Gen dated 07.04.2021

Copy forwarded to P.S. to Hon'ble Chief Minister / P.S. to all Ministers/ Addl. Chief Secretaries / Principal Secretaries / Commissioner-cum-Secretaries of all Departments / All Heads of Departments / all RDCs/ all Collectors for information and immediate necessary action.


Addl. Secretary to Government.

Government of Odisha

General Administration & Public Grievance Department

GAD-COOD-MISC-0001-2018- 14020 /Gen., Dated the 12th June, 2020.

ORDER

Subject: Implementation of protocol for holding meetings and other official engagements for containment of COVID-19 in the State.

An exhaustive advisory has been issued on implementation of the preventive measures in Office functioning vide this Department Orders No. 13365 Dt. 08.06.2020. However, keeping in view the spread of COVID infection in the State, it is felt imperative that the meeting protocol of the Departments should be planned following norms listed below;

1. Meetings with large number of members are to be discouraged and if absolutely necessary, it may be held with not more than 10 persons (including support staff).
2. Meetings involving members from outside the State are to be avoided, unless necessary. Attendance of members from other organisations apart from Government may also be rationalised and such meetings can be conducted online.
3. Efforts should be made to restrict meetings to less than 30 minutes as chances of infection increase with longer duration. Proper air circulation is to be ensured (open doors / windows) during a meeting and in between two meetings.
4. Meetings may be preferably planned in open spaces or well ventilated rooms with open windows. If possible, closed door AC room long meetings be avoided.
5. Meetings/ discussions inside an office chamber to be limited to three persons at one time.



6. Officers may stagger the attendance during meetings. Instead of calling all members for the entire duration of the meeting, staff can be allotted slots.
7. Serving of tea/ coffee during meetings to be totally avoided.
8. Seating of officials during meeting should be compliant to social distancing norms - two metres space between two persons.

The guidelines above are explanatory though not exhaustive.



Principal Secretary to Government.

Memo. No. 14021 /Gen

Dt. 12.06.2020.

Copy forwarded to all Departments of the Government / Municipal Commissioner, Bhubaneswar Municipal Corporation/ All Revenue Divisional Commissioners/ All Collectors for information and necessary action.

Addl. Secretary to Government.

