

**Government of Odisha**  
**General Administration & Public Grievance Department**

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GAD-COOD-MISC-0001-2018- 3393/GEN.

Bhubaneswar, Dated the 29<sup>th</sup> January, 2021.

**ORDER**

Subject: Functioning of Government Offices in February, 2021 & onwards.

All Departments of the State Government and sub-ordinate offices of the State in Bhubaneswar and Cuttack shall function with full strength of officers & staff, with effect from 01.02.2021 until further orders. All State Government offices throughout the State will remain closed on Saturdays.

In case any Department or office is constrained in maintaining physical distancing among staff members as a result of 100 percent attendance, they may regulate the staff strength, as felt necessary.

All precautionary measures issued by the Department vide Letter No. 13365/Gen Dt. 08.06.2020 to prevent spread of COVID 19 shall be strictly followed by the Department as well as the employees. In case of detection of any COVID infection case among the office employees, the concerned office will follow the protocol issued by the Government vide Letter No. 17290 Dt. 23.07.2020.

Administrative Departments shall suitably communicate the above instructions to their respective sub-ordinate and field offices.

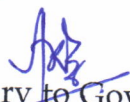
Sd/-

Addl. Chief Secretary to Government.

Memo No. 3394/Gen dated 29<sup>th</sup> January, 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.

  
29/1/2021