



Government of Odisha  
General Administration & Public Grievance Department

18/C

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GAD-COOD-MISC-0001-2018- 12656 /GEN.

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

ORDER

Subject: Functioning of Government Offices in view of Covid infections.

It has been ordered vide GA& PG Department Order No. GAD-COOD-MISC-0001-2018-11465/Gen. dated the 15<sup>th</sup> April, 2021 that all Departments of Government shall function with 50% strength of employees (except officers of the rank of Deputy Secretary and above who shall attend office daily) w.e.f. 19<sup>th</sup> April, 2021 onwards.

It has now been reported that there has been large scale outbreak of Covid in some departments/ heads of offices in Bhubaneswar and Cuttack. It is essential to take immediate corrective action to stop further spread of infections in offices.

In view of the above, it has been decided that keeping in view the number of employees infected, the departments shall be at liberty to decide the scale of operations so as to further reduce the number of employees who will attend office. In extreme cases, the office may be closed for the purpose of disinfection or function with only skeletal staff in order to ensure that essential works do not suffer. Officers/ staff who are not attending office and have been provided VPN shall work from home. They must be available to attend to any office work of urgent nature, on short notice and be available on telephone at all times.

Administrative Departments will decide about the scale of operation in subordinate and field offices.

Additional Chief Secretary to Government.

Memo No. 12657 /Gen dated 29<sup>th</sup> April, 2021

Copy forwarded to P.S. to Hon'ble Chief Minister / P.S. to all Ministers/ P.S. to the 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.

Estt

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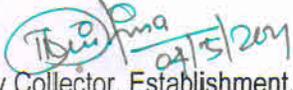
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3.5.2021

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: KEONJHAR**

Memo No. 995 / BBE / Dated the 04/05, 2021

Copy forwarded to the Project Director, DRDA, Keonjhar / Executive Officer, Zilla Parishad, Keonjhar / Project Administrator, ITDA, Keonjhar / Champua / All Sub- Collectors / Tahasildars / Block Development Officers / Regional Transport Officer, Keonjhar / All Deputy Collector & Asst. Collector, Collectorate, Keonjhar / Deputy Collector, Election, Office of the District Election Officer, Keonjhar / Asst. Director, DPMU, Keonjhar / DWO, Keonjhar / DSWO, Keonjhar / CSO, Keonjhar / DPO, Keonjhar / DEO, Keonjhar / DPC, SSA, Keonjhar / All CDPOs / BEOs / Spl. Officer, Juanga Dev. Agency, Gonasika for information and necessary action.

  
Deputy Collector, Establishment,  
Collectorate, Keonjhar