

**GOVERNMENT OF TELANGANA
GENERAL ADMINISTRATION DEPARTMENT**

Circular Memo No.2117/GAD/2020

Dated:23.03.2020

Sub: Preventive measures to contain the spread of COVID-19 in Government offices – Instructions – Issued.

Ref: G.O.Ms.No.45, General Administration Department, dt.22.03.2020.

In order to control the possibility of spread of COVID-19 in Govt. offices and in pursuance of orders issued in the reference cited. The following further instructions are issued.

1. Secretaries / Head of Offices shall ensure that 20% of ministerial and last grade employees are required to attend office on any day on rotation, so that the functioning of the office in COVID-19 control activities and other emergent duties is not impaired.
2. A roster of duties for ministerial and last grade employees shall be drafted accordingly.
3. This relaxation in attendance will not apply to officers.
4. Employees not attending office on a particular day as per the roster should be available in headquarters and accessible on telephone /electronic means at all times. They should attend the office, as and when called.
5. These instructions shall not apply to the following categories of offices and employees;
 - a. Those engaged in taking measures to control the spread of COVID-19.
 - b. Those drafted for provision of essential / emergency goods or services including those working / drafted to work in General Administration Dept.
 - c. Those working / drafted to work in any of the offices / activities that are exempted are required to be fully functional during the lock down period under G.O.Ms.No.45 Dt.22.03.2020 cited above.
6. Secretaries and District Collectors are authorized to relax the applicability of these orders to any employee(s)/office on exigency of work.
7. These orders shall be applicable with immediate effect and will remain in force till 31.03.2020.

SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To

All the Spl.Chief Secretaries/Pri.Secretaries/Secretaries.

All District Collectors.

All the Heads of Departments.

Copy to:

PS to Chief Secretary

PS to Secretary to Hon'ble CM

SF/SC

// FORWARDED BY ORDER//


SECTION OFFICER