

**GOVERNMENT OF MEGHALAYA  
POLITICAL DEPARTMENT**

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No.POL/65-2020/27

Dated: Shillong, the 19<sup>th</sup> March, 2020.

**OFFICE MEMORANDUM**

**Sub: Preventive measures to contain the spread of COVID19-regarding**

In view of the recent declaration by the World Health Organization (WHO) that the recent COVID-19 (Corona Virus Disease) outbreak is a Public Health Emergency of International Concern due to its rapid transmission and spread around the Globe and in order to contain the spread of the Corona Virus and as part of the precautionary measures, the following decisions have been taken by the Government of Meghalaya:-

- (i) All Administrative Heads and Head of Departments (HoDs) to ensure that 50 per cent of Group B (Pay Level 11 to 14) and Group C (Pay Level 2 to 10) employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home.
- (ii) All Administrative Heads and Head of Departments (HoDs) are advised to draft a weekly roster of duty for Group B and Group C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, Administrative Heads and HoDs are advised to include officials who are residing in close proximity to their office to use their own transport to travel to the offices.
- (iii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
  - (a) 10 AM to 5 PM
  - (b) 10.30 AM to 5.30 PM
  - (c) 11 AM to 6 PM
- (iv) 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.
- (v) Similar instructions should be issued by the Administrative Heads and HoDs to District Offices/Subordinate Offices, Autonomous/Statutory Bodies under the Government of Meghalaya.

- (vi) The Finance Department may issue similar instructions regarding Financial Institutions.
- (vii) The Project Implementation & Evaluation Department may issue similar instructions regarding Public Sector Undertakings
- (viii) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and Health & Family Welfare Department which is directly engaged in taking measures to control spread of COVID-19 and also Departments like Home (Police), Political, Finance, Planning and Information and Public Relations.
- (ix) These orders shall be applicable with immediate effect and will remain in force till 3<sup>rd</sup> April, 2020.

Sd/-

**(M. S. Rao)**

Chief Secretary to the Government of Meghalaya

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Memo No No.POL/35-2020/27-A

Dated: Shillong, the 19<sup>th</sup> March, 2020

Copy forwarded to:-

- (i) The Secretary to the Governor of Meghalaya, Shillong for kind information of the Hon'ble Governor.
- (ii) The Private Secretary to the Chief Minister of Meghalaya, Shillong for kind information of the Hon'ble Chief Minister
- (iii) The Private Secretary to the Deputy Chief Minister of Meghalaya, Shillong for kind information of the Hon'ble Deputy Chief Minister
- (iv) The Private Secretary to all the Ministers of Meghalaya, Shillong for kind information of the Hon'ble Ministers
- (v) The Additional Chief Secretaries/Principal Secretaries/Commissioner and Secretaries/Secretaries of all Departments, Government of Meghalaya for kind information and necessary action.
- (vi) The Director General of Police, Meghalaya, Shillong Meghalaya for kind information and necessary action.
- (vii) All Deputy Commissioners, East Khasi Hills/ West Khasi Hills/ East Jaintia Hills/ West Jaintia Hills/ Ri Bhoi/ South West Khasi Hills/ East Garo Hills/ West Garo Hills/North Garo Hills/South Garo Hills/South West Garo Hills Districts, Meghalaya for kind information and necessary action.
- (viii) All Directors, Government of Meghalaya, for kind information and necessary action.
- (ix) Secretary Autonomous District Councils, Meghalaya for kind information and necessary action.
- (x) The Chief Executive Officer, Municipal Board, Shillong/Tura/Jowai/Resulberpara

By Orders, etc

  
Secretary to the Government of Meghalaya  
Political Department