SECRETARIAT
OF
THE ODISHA LEGISLATIVE ASSEMBLY
No. 415/L.A.,
Bhubaneswar, Dated the 17th June, 2020.

From
Shri Dasharath Satapathy, I.A.S.,
Secretary.

To
All Members of the Odisha Legislative Assembly,


Sir/Madam,

As desired by the Hon’ble Speaker, I am to forward herewith the order No.GAD-COOD-MISC-0001-2018-14020/Gen., Dated the 12th June, 2020 issued by the General Administration & Public Grievance Department, Government of Odisha in connection with Implementation of Protocol for holding meeting and other official engagements for Containment of Covid-19 in the State for information and necessary action.

Yours faithfully,

SECRETARY


Copy along with copy of the order forwarded to P.S.to Hon’ble Speaker, P.S.to Hon’ble Deputy Speaker, P.S.to Secretary and all Officers of the Odisha Legislative Assembly Secretariat, Bhubaneswar for information and necessary action.

SECRETARY
Government of Odisha
General Administration & Public Grievance Department

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.