

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A.49011/12/2020/DPAR/CCD(2)

Puducherry, dated 25.03.2020

**I.D. NOTE / OFFICE MEMORANDUM**

Sub: Public Services – Preventive measures to contain the spread of  
Novel Corona Virus (COVID-19) – Further instructions – Issued.

Ref: (1) This Department's I.D. Note / Office Memoranda of even number dated  
21.03.2020, 22.03.2020 and 24.03.2020.

(2) Order No.40-3/2020-DM-I (A), dated 24.03.2020 of the Ministry  
of Home Affairs, Government of India, New Delhi.

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The Ministry of Home Affairs, Government of India, New Delhi has now ordered that Offices of the State / Union Territory Governments shall remain closed for 21 days from 25.03.2020 and issued detailed guidelines in this regard vide Order second cited. The guidelines are enclosed for strict compliance.

2. In compliance with the above Government of India's directions and in supersession of the earlier instructions first cited above, the following instructions are further issued for strict compliance with regard to functioning of Offices under Union Territory Government:-

- (1) Government Offices, Autonomous Bodies, PSUs, Corporations, etc., other than those declared as exempted in Order No.1703/DRDM/DM/D2/2020 dated 25.03.2020 of the Secretary to Government (Revenue, Relief & Rehabilitation) shall remain closed for 21 days with effect from 25.03.2020. These Offices shall continue to work from home only. It shall however be ensured that preparation and presentation of bills are not affected.
- (2) The exempted Departments / Offices / PSUs (engaged in essential services) should work with minimum number of employees.
- (3) HoDs / Heads Offices shall issue a Duty Pass to the staff who are required to attend Office in the format enclosed. Duty Pass shall not be issued to those who are permitted to work from home.
- (4) Officials / staff who are permitted to work from home shall remain indoors and shall not venture out during the prohibitory period.
- (5) The Administrative Secretaries shall review the position regularly to ensure that no official except whose services are essentially required is attending Office. The endeavour is to reduce the foot falls in Offices to as minimum as possible.

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