

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

No.A.49011/12/2020/DP&AR/CCD (2)

Puducherry, dated 24.03.2020

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

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

Ref: This Department's I.D. Note/ Memoranda of even No. Dated 22.03.2020 and 23.03.2020.

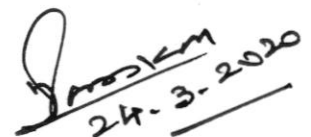
Attention is invited to the reference cited on the above subject wherein detailed instructions have been issued regarding reducing the number of staff/officials working in all Departments/ Offices/PSUs.

2. Subsequently, the Government has imposed prohibitory orders invoking the provisions of the Epidemic Diseases Act, 1897 and Disaster Management Act 2005 vide G.O. Ms.03/2020, dated 23.03.2020 of the Department of Revenue and Disaster Management, Puducherry in the entire Union Territory until 31.03.2020 so as to contain the spread of 'Novel Corona Virus'.

3. In view of this, further instructions regarding deployment of staff/officials in all Government Departments/Offices/PSUs are issued, as follows, for strict compliance by all concerned:-

- (1) All Departments/Offices/PSUs engaged in non-essential services shall reduce the staff to the barest minimum immediately.
- (2) Only those who are engaged in budget related works/booking of expenditure shall be asked to attend office and others shall be permitted to work from home. This shall also be done on rotational basis instead of asking all the staff/officials dealing with such works to attend office at a time.
- (3) Even in Departments/Offices/PSUs engaged in essential services as listed out in para 2 (2) of I.D. Note/O.M dated 22.03.2020, those who are doing non-essential routine works may be permitted to work from home as may be decided by the Head of Department.
- (4) HoDs/Heads Offices shall issue a Duty Pass to the staff who are required to attend office in the format given below. They shall be asked to carry their Office I.D card also without fail.
- (5) Duty Pass shall not be issued to those who are permitted to work from home.
- (6) Officials/staff who are permitted to work from home shall remain indoors and shall not venture out during the prohibitory period. They may have to face the penal consequences, if any, for violating the prohibitory orders.
- (7) All Administrative Secretaries shall review the position periodically and strictly ensure that offices are not crowded with staff during the prohibitory period.

(BY ORDER)

  
24-3-2020

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat Departments / Heads of Departments / Offices/PSUs.

...2/-

Copy to:-

1. The Development Commissioner / all Secretaries / Special Secretaries to Govt., Puducherry.
2. The Collector, Puducherry / Karaikal.
3. The Regional Administrator, Mahe / Yanam.
4. The Private Secretary to Chief Secretary, Puducherry.
5. Stock file / C.R.B.

Copy for information to:

1. The Special Secretary to Lt. Governor, Puducherry.
2. The Secretary to Chief Minister, Puducherry.
3. The Secretary, Legislative Assembly, Puducherry.
4. The Private Secretary to Speaker/all Ministers, Puducherry.

<p>GOVERNMENT OF PUDUCHERRY DEPARTMENT /DIRECTORATE OF..... DUTY PASS (valid until 31.03.2020) (To be produced along with the Office I.D Card)</p> <p>Name of the Official: Designation:</p> <p style="text-align: right;">Signature of the HoD/H/O Name and Designation (Office seal)</p>
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24.3.2020