

MOST URGENT

**Government of Odisha
General Administration & Public Grievance Department**

No. 9413 Gen., Bhubaneswar,
GAD-SC-GCS-0090-2016

dated the 19th March, 2020

To

All Department of Government,
All Heads of Departments,
All RDCs,
All Collectors.

Sub: Preventive measures to be taken to contain the spread of Novel Corona Virus (COVID-19)-regarding.

In order to take further preventive measures to contain the spread of Novel Corona Virus (COVID-19), it is directed that

- (i) All employees should look out for symptoms of Novel Corona Virus and if feeling unwell should leave the workplace immediately after informing the superior officer. They should, thereafter avail leave for home quarantine for a period of 14 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave, wherever admissible and may be considered as per provisions under Rule 5, Appendix 6 of Odisha Service Code.
- (ii) Furthermore, Government employees who are residing with a family member, who has returned from a foreign visit on or after March 4, 2020, should also avail leave for self-quarantine for a period of 14 days. On return from leave, the concerned employee before joining for duty shall produce Medical certificate of fitness from the competent Medical Officer.

Principal Secretary to Government

Memo No. 9414 /Gen., dated the 19th March, 2020

Copy forwarded to all sections of G.A. & P.G. Department for information and necessary action.

Special Secretary to Government

Memo No. 9415 /Gen., dated the 19th March, 2020

Copy forwarded to E.D., CMGI for information. He is requested to take steps for giving scrolling the same in the Home page of OSWAS and HRMS.

Special Secretary to Government