

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

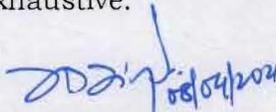
OFFICE ORDER

NO 3139 Judl. DATE 09-04-2021

In view of resurgence COVID infection in the district and in consonance with the **GAD-COOD-MISC-0001-2018-10756/GEN Dtd.07-04-2021** & Order No.14020 Dtd.12-06-2020 of Government of Odisha in General Public Administration & Public Grievance Department, the following guidelines are hereby issued for restriction on public access to Government Offices and implementation of protocol for holding meetings and other official engagement for containment of Covid-19 in the district.

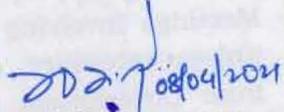
1. There shall be restriction on public access to the Government Offices in the District as incidence of COVID infection is high. Only in extremely urgent cases, entry will be permitted in a Government office based on approval of the senior-most official. For redressal of public grievances, intensive use of e-Abhijog portal will be made.
2. Physical meetings shall be discouraged, unless urgent & necessary Meetings should be held online, as far as possible.
3. During physical meetings, minimum distance of 2 meters should be maintained.
4. Official works will be managed, as far as practical, by use of virtual means.
5. Meeting 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).
6. Meetings involving members from outside the State are to be avoided, unless necessary. Attendance of members from other organization apart from Government may also be rationalized and such meeting can be conducted online.
7. Efforts should be made to restrict meetings to less than 30 minutes as chance of infection increase with longer duration. Proper air circulation is to be ensured (open doors/ windows) during a meeting and in between two meetings.
8. Meetings may be preferably planned in open spaces or well ventilated rooms with open windows. If possible, closed door AC room long meetings to be avoided.
9. Meetings/discussions inside an office chamber to be limited to three persons at one time.
10. Officers may stagger the attendance during meetings. Instead of calling all members for the entire duration of the meeting, staff can be allotted slots.
11. Serving of tea/ coffee during meetings to be totally avoided.
12. Seating of official during meeting should be compliant to social distancing norms-two meters space between two persons.

The guidelines above are explanatory though not exhaustive.


Collector & Dist. Magistrate
Nuapada

Memo No . 3140 / Judl.// Dated. 09-04-2021

Copy forwarded to the Superintendent of Police, Nuapada / Chief Construction Engineer; LIIP, Khariar/A.D.M., Nuapada / P.D. DRDA, Nuapada / Sub-Collector, Nuapada / D.F.O. (T) Khariar /D.F.O.(WL), Nuapada / DFO(KL), Khariar/ CDM&PHO., Nuapada / Special L.A.O. L.I.I.P Khariar /P.D.R&R,LIIP,Khariar/P.D. Watershed, Nuapada/ Executive engineer, Mega Lift Irrigation project/ Executive Engineer,R.D/ E.E, M.I, Nuapada/ E.E,L.I.,Nuapada/ Executive Engineer R&B,Khariar /Executive Engineer, TPWODL,Nuapada// Executive Engineer, Irrigation Division, Nuapada/ Executive Engineer,M.I.,Khariar/ Executive Engineer, P.H/ DWO, Nuapada/DSWO, Nuapada/CSO, Nuapada/Dist. Education Officer, Nuapada/ D.P.O., Nuapada/ Deputy Director,DPMU, Nuapada / DPC,SS, Nuapada/ DSSO, Nuapada/ Superintendent of Excise, Nuapada / /CDAO, Nuapada/ CDVO Nuapada / District Sports Officer, Nuapada /D.I& P.R.O.,Nuapada//District Tourist Officer, Nuapada / DCPO, DCPU, Nuapada/ D.I.O., N.I.C. Nuapada /DeGM,Nuapada/All B.D.Os / All Tahasildars / All Deputy Collectors of Collectorate, Nuapada/ R.T.O., Nuapada / D.D.A., Nuapada // Assistant Director, Horticulture, Khariar / DDM, NABARD, Nuapada/ Executive Officers, N.A.C.Khariar, Khariar Road, Nuapada/ /All CDPOs for information, strict adherence and compliance.


Collector & Dist. Magistrate
Nuapada