

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM**  
**KAHILIPARA, GUWAHATI-19.**

No. DHE/PA/Order/16/2016/114

Dated the 22<sup>nd</sup> April 2020.

From Smti. Gitimoni Phukan, ACS  
Director of Higher Education, Assam,  
Kahilipara, Guwahati-19

To, ✓ 1) The Registrar  
Gauhati University/ Dibrugarh University/ Cotton University/Bodoland  
University/Kumar Bhaskar Varma Sanskrit and Ancient Studies  
University/K.K Handique State Open University/Bhattadev University/  
Madhabdev University/ Rabindranath Tagore University/Majuli University of  
Culture, Majuli.  
2) The Principal (All)  
Government & Provincialised College, Assam.

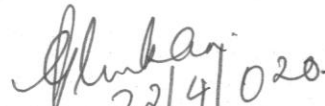
Sub: Functioning of office- preventive measures to be taken thereof.

Ref Govt. letter No. 1) ASE. 964/2016/190 dated 21-4-2020 and  
2) GAG(B) 122/2020/24 dated 18-4-2020.

Sir/Madam,

With reference to the subject cited above, I have the honour to enclose herewith  
Govt. letter number as under reference and request you to take necessary action for functioning  
your respective offices in strict compliance with the guidelines issued by the Govt. for favour of  
your necessary action.

Yours faithfully,

  
22/4/2020  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19

Memo No. DHE/PA/Order/16/2016/114-A

Dated the 22<sup>nd</sup> April 2020.

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for kind information.
2. The P.S to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6 for kind information
3. Guard file.

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Director of Higher Education, Assam  
Kahilipara, Guwahati-19

GOVERNMENT OF ASSAM  
SECONDARY EDUCATION DEPARTMENT  
DISPUR:GUWHATI-6

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No. ASE 964/2016/190

Dated Dispur, the 21<sup>st</sup> April, 2020

From : Shri Preetom Saikia, IAS  
Commissioner & Secretary to the Govt. of Assam  
Secondary Education Department

- To :
1. The Chairman, Assam Higher Secondary Education Council  
Bamunimaidam, Guwahati-21.
  2. The Chairman, Board of Secondary Education, Assam  
Bamunimaidam, Guwahati-21.
  3. The Director of Higher/Secondary/Elementary Education, Assam  
Kahilipara, Guwahati-19.
  4. The Director of SCERT, Assam, Kahilipara, Guwahati-19.
  5. The Director of Historical & Antiquarian Studies, Assam  
Panbazar, Guwahati-1.
  6. The Editor-in-Chief, District Gazetteers,  
Mathura Nagar, (Behind Downtown), Dispur, Guwahati-6.
  7. The Director of Technical Education, Assam  
Kahilipara, Guwahati-19.
  8. The Managing Director, Assam State Textbook Printing & Production  
Corporation, Panbazar, Guwahati-1.
  9. The Director of Cultural Affairs, Assam, Ambari, Guwahati-1.
  10. The Director of Archaeology, Assam, Ambari, Guwahati-1.
  11. The Director of Museum, Assam, Ambari, Guwahati-1.
  12. The Director of Library Science, Assam, Ambari, Guwahati-1.
  13. The Secretary, Jyoti Chitran Film Society, Kahilipara, Guwahati-19.
  14. The Director, Dr. Bhupen Hazarika Regional Govt. Film & Television  
Institute, Assam, Amingaon.
  15. The Managing Director, Assam State Film Finance & Development  
Corporation, Panjabari, Guwahati-37.
  16. The Secretary, Srimanta Sankardev Kalakshetra, Panjabari, Guwahati-37.
  17. The Director of Information & Public Relations, Assam, Dispur Last Gate,  
Guwahati-6.
  18. The Director of Printing and Stationeries, Assam, Bamunimaidam, Ghy-21.
  19. The Director, English Language Teaching Institute, Kahilipara, Guwahati-19.

Sub : **Functioning of office- preventive measures to be taken thereof**

Sir,

In inviting a reference to Para 3 of the order issued by General Administration Department, Assam vide No. GAG(B).122/2020/24, dated 18.04.2020, I am directed to request you to take necessary action for functioning of your respective offices in strict compliance with the guidelines issued by the General Administration Department. A copy of the order dated 18.04.2020 is enclosed herewith for your ready reference

Yours faithfully,

21/4/20

Commissioner & Secretary to the Govt. of Assam  
Secondary Education Department



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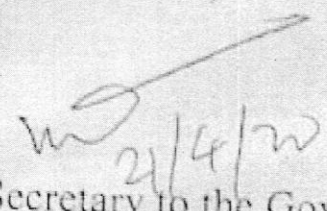
ASE 964/2016/190-A

Dated Dispur, the 21<sup>st</sup> April, 2016

Information & necessary action to:

1. Staff Officer to Chief Secretary, Assam, Dispur.
2. The Superintendent, Higher/Secondary/Elementary Education Department/Information Public Relations/Cultural Affairs/Printing & Stationeries Department, Dispur.
3. PS to Principal Secretary, Elementary & Secondary Education Department & Mission Director, Samagra Siksha Abhijan, Assam.
4. PS to Commissioner & Secretary, General Administration Department, Dispur.

By Order etc.,



Commissioner & Secretary to the Govt. of Assam  
Secondary Education Department





GOVT. OF ASSAM  
GENERAL ADMINISTRATION DEPARTMENT  
DISPUR :: GUWAHATI-6

Block-A, 2<sup>nd</sup> Floor, JanataBhawan, gadassam2011@gmail.com, Gad.assam@gov.in

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No. GAG(B).122/2020/24

Dated, Dispur, the 18<sup>th</sup> April, 2020

ORDER

Whereas, in pursuance of the Ministry of Home Affairs, Govt of India's directions issued vide memo no 40-3/2020 -DM-II(A) dated 15th April, 2020, regarding continuation of the lock down measures upto 3<sup>rd</sup> May, 2020 to contain the spread of COVID-19 in the Country;

Whereas, the direction issued for functioning of the Government offices to carry out the day to day government transaction based on strict Compliance of the existing guidelines on lock down measures;

Whereas, the State Government's decision to abide by the Govt of India's direction on the present extended period of Lockdown;

And Whereas, in adherence to the directions as mentioned in Para- 19 of the Order of Ministry of Home Affairs, Govt. of India dated 15th April, 2020, regarding functioning of the office of the State/Union Territories, Autonomous bodies, Local governments;

The State Government have opined for functioning of the following establishment in the State with following conditions w.e.f. 21<sup>st</sup> April, 2020

1. The Divisional Commissioners, Deputy Commissioners, & SDO (C)s to ensure that maximum 33% of the employee in the cadre of Grade-II, III & IV as per requirement to attend office for smooth functioning of the offices. For that effect, a roster of duty for the above employee shall be drafted by the respective Head of Offices and ask them to attend offices on respective allotted dates till 3<sup>rd</sup> May, 2020.
2. The Officials/employees who will be at home on particular day as per the roster drawn up should be available on telephone, mobile phone and electronic means of communication at all times. The period of working from home shall not be treated by the Official or employee as Leave. They should attend office if called for any exigency or work.
3. Similar instructions may be issued to attached/ Subordinate Offices Autonomous/Statutory Bodies by the respective Head of Administrative Departments.
4. The prescribed protocol of Sanitization and maintenance of Social Distancing at the offices as prescribed in the **National Directives for COVID-19 Management (Annexure-1)** of the Ministry of Home Affairs, Govt. of India's order Dated 15th April, 2020 should be followed scrupulously.
5. The Standard Operating procedure as envisaged for social distancing for office workplace etc as prescribed in the MHA, Govt. of India's Order dated 15th April, 2020 should be maintained as much as possible.



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6. These instructions shall not apply to the Offices and employees engaged in essential and emergency services and those directly engaged in taking measures to control spread of COVID-19. In such cases the Deputy Commissioners are authorized to carry out any required urgent actions as per situational requirement adhering the MHA, Govt of India's guidelines for the containment of the Pandemic in his/her jurisdictional areas.

7. The respective Heads of Assam Bhawans / Houses located at New Delhi, Kolkata, Chennai, Vellore, Shillong shall draw up their day to day functioning plan as laid down in Para-19 (iv) of the guidelines issued by the Ministry of Home Affairs, Govt of India on 15<sup>th</sup> April, 2020 and the guideline which may have been issued by the respective State Governments where the Bhawans/ Houses are located.

8. These orders will remain in force till 3<sup>rd</sup> May, 2020.

This has the approval of Chief Secretary, Assam.

Sd/- (Dr. M. Angamuthu, IAS)  
Commissioner & Secretary to the Government of Assam  
General Administration Department

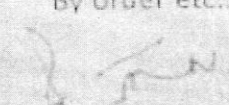
Memo No GAG (B) 122/2020/24 - A

Dated, Dispur the 18<sup>th</sup> April, 2020

Copy forwarded for information and necessary action to:-

1. The Principal Secretary to Chief Minister, Assam, Dispur, Guwahati - 781006.
2. All Divisional Commissioners
3. All Deputy Commissioners
4. All SDO (Civil)s
5. SO to Chief Secretary, Assam, Dispur, Guwahati -6.
6. The State Informatics Officer, NIC, Assam State Centre.
7. The DIPR, Assam, Guwahati-06 with a request to make a Press Release on this matter.
8. JRC, Chennai & Mumbai, Assam Bhawan /TADM, Kolkata and OSD, Assam Bhawan, Shillong.
9. The Director, Sainik Welfare, Assam.
10. PS to Principal Secretary, Assam Legislative Assembly, Dispur, Guwahati -6.
11. All PS to Ministers, Assam, Dispur, Guwahati -6.
12. All PS to Advisers to Chief Minister, Assam, Dispur, Guwahati -6.
13. All PS to Addl. Chief Secretaries to the Govt. of Assam, Dispur, Guwahati -6.
14. All PS to Principal Secretaries to the Govt. of Assam, Dispur, Guwahati -6.
15. PS to the PRC, Assam Bhawan, New Delhi.
16. All PS to Commissioner & Secretaries to the Govt. of Assam, Dispur, Guwahati -6.
17. All PS to Secretaries to the Govt. of Assam, Dispur, Guwahati -6.
18. Content Manager, S. A (E) Deptt., Dispur, Guwahati-06.

By order etc.,

  
Deputy Secretary to the Government of Assam  
General Administration Department