



Government of Kerala

Abstract

GAD-Covid-19 – general lock down- deployment of staff in General Administration Department-orders issued

General Administration (Political) Department  
GO (Rt) No. 1289/2020/GAD dated.29/03/2020

Read: GO (Rt) no. 1282/2020/GAD dated 28.03.2020

Order

Guidelines for staff arrangement in each Department has been ordered as per Government Order read above. Based on the above, following deployment of staff are ordered in General Administration Department to facilitate the smooth conduct of Covid-19 containment activities:

- 1 General Administration (Secret Section) Department and General Administration (Political) Department will be in charge of the general administration of Government Secretariat. All general instructions connected with the Covid-19 activities will also be managed here.
- 2 One Officer and 3 staff each may be made in to a group and given duty on alternate three days for managing general administration. One group 'A' officer and one group 'B' or 'C' officer shall invariably be present in office every day.
- 3 Three officers and four assistants may be given charge of logistical and infrastructure arrangements for Kovid-19 War Room that has been set up in the South Conference Hall. They need to come to office only as per requirement that too only two at a time.
- 4 Joint Secretary, House Keeping Cell will ensure the general cleaning and sanitization of entire areas, where staff are present, on regular intervals.

Following group of officers are deployed as per instructions in item no. 1 & 2 above:

Group	Group A Officers name	Group B officers' name
Group 1	1.B Sunilkumar, Joint Secretary & State Protocol Officer (9447471573) 2. B Sindhu, Joint Secretary, GA (accounts) Department (9495169355)	1. Hari P Nair, ASO- 9497070666 2. Promod, ASO-9895531312 3. Praveenkumar S, ASO-9744130380
Group 2	1. C Ajayan, Joint Secretary (9847767820) 2. M G Ranjithkumar, Additional Secretary (9446785588)	1. Rajesh, Section Officer, Co-ord- 9447221565 2. Githin S V, ASO-9400085522 3. Rajeev K R, Computer Asst.- 9447746991

Group 3	1. Shine A Haq, Addl. Secretary & Joint Chief Protocol Officer (9447903912) 2. K Sunilkumar, Joint Secretary (Rebuild Kerala)-9496154103	1. Jiji D V, Section Officer- 9447319002 2. Shabeer S, ASO-8547072431 3. Prasadkumar, SG Asst.-9495826380 4. Krishnadev R K, SG Asst.- 9447861567 5. Harikumar B, Computer Assistant
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Following Officers are deployed as per instructions in item no. 3

- i. Shri Manikatan R, Under Secretary, GA(AIS)D
- ii. Shri A P Rajeevan, Under Secretary & Addl. State Protocol Officer
- iii. Shri Manojkumar PC, Under Secretary, GAD
- iv. Shri Omkumar H S, SG Assistant, Spl B
- v. Harikrishnan S, SG Assistant, (Spl.E)
- vi. Sureshababu M P, SG Assistant, AIS
- vii. Anandhu S S, Assistant, Coordination

Shri Shine A Haq, Additional Secretary & Joint Chief Protocol Officer  
will coordinate the above activities.

(By Order of the Governor)  
K R Jyothishilal  
Principal Secretary

To

Officers concerned  
Head, Covid-19 War Room  
Special Secretary to Chief Secretary  
P A to Principal Secretary, GAD

Forwarded/By order  
Asst. Protocol Officer