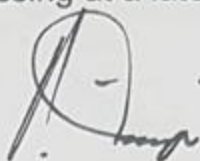


GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM
Imphal, the 21st March, 2020

No. 15/1/2020-GAD (Misc./COVID-19)-B: In continuation of this Government OM of even No. dated 21st March and as one of the immediate and preventive measure to contain the spread of **Corona Virus Disease (COVID-19)** and as discussed in the meeting of all Administrative Secretaries and Heads of Departments chaired by Chief Secretary, Government of Manipur today at 10 A.M. in the Conference Hall of Manipur Secretariat (South Block), it is hereby advised that **ONLY time-bound, emergency and essential Official files** are to be taken up at present. All other files are to be kept inside the cupboards under lock and key for future processing at a later date.


(P. Vaiphei) 21/3/20

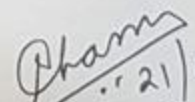
Principal Secretary (General Administration Department)
Government of Manipur.

No. 15/1/2020-GAD (Misc./COVID-19)Pt.

Imphal, the 21st March, 2020

Copy to :

1. Secretary to Chief Minister, Manipur.
2. All PPS/PS to Ministers, Manipur.
3. Staff Officer to Chief Secretary, Government of Manipur.
4. PS to all Additional Chief Secretaries / Principal Secretaries / Commissioners & Secretaries, Government of Manipur.
5. All Special Secretaries / Additional Secretaries / Joint Secretaries / Deputy Secretaries / Under Secretaries, Government of Manipur.
6. All Section Officers & all staffs of all Sections, Manipur Secretariat.
8. Guard file/Notice Board.


(Asem Rangina Chanu) 21/03/2020

Under Secretary (General Administration Department)
Government of Manipur.