

Government of Odisha

General Administration & Public Grievance Department

GAD-COOD-MISC-0001-2018- 14020 /Gen., Dated the 12th June, 2020.

ORDER

Subject: Implementation of protocol for holding meetings and other official engagements for containment of COVID-19 in the State.

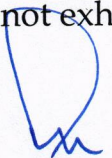
An exhaustive advisory has been issued on implementation of the preventive measures in Office functioning vide this Department Orders No. 13365 Dt. 08.06.2020. However, keeping in view the spread of COVID infection in the State, it is felt imperative that the meeting protocol of the Departments should be planned following norms listed below;

1. Meetings 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).
2. Meetings involving members from outside the State are to be avoided, unless necessary. Attendance of members from other organisations apart from Government may also be rationalised and such meetings can be conducted online.
3. Efforts should be made to restrict meetings to less than 30 minutes as chances of infection increase with longer duration. Proper air circulation is to be ensured (open doors / windows) during a meeting and in between two meetings.
4. Meetings may be preferably planned in open spaces or well ventilated rooms with open windows. If possible, closed door AC room long meetings be avoided.
5. Meetings/ discussions inside an office chamber to be limited to three persons at one time.



6. Officers may stagger the attendance during meetings. Instead of calling all members for the entire duration of the meeting, staff can be allotted slots.
7. Serving of tea/ coffee during meetings to be totally avoided.
8. Seating of officials during meeting should be compliant to social distancing norms - two metres space between two persons.

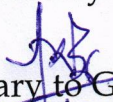
The guidelines above are explanatory though not exhaustive.


Principal Secretary to Government.

Memo. No. 14021 /Gen

Dt. 12.06.2020.

Copy forwarded to all Departments of the Government / Municipal Commissioner, Bhubaneswar Municipal Corporation/ All Revenue Divisional Commissioners/ All Collectors for information and necessary action.


Addl. Secretary to Government.

12/6/2020