



**Government of Odisha**  
**Office of Special Relief Commissioner**

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No. 2444 /R&DM(DM)  
RDM-RLF-MISC-0034-2020

Date:03-05-2020

**ORDER**

WHEREAS, with a view to ensuring strict social distancing and isolation to contain the spread of COVID-19 pandemic, the Government of Odisha in Revenue & Disaster Management (Disaster Management) Department, vide Order No.2214/R&DM(DM) dated 17<sup>th</sup> April, 2020, has extended the lockdown in the entire State of Odisha until midnight of 3<sup>rd</sup> May, 2020 with different stipulations contained therein;

AND WHEREAS, in exercise of the powers conferred under section 10(2)(I) of the Disaster Management Act, 2005, National Executive Committee, vide Ministry of Home Affairs, Government of India Order No.40-3/2020-DM-I(A) dated 1<sup>st</sup> May, 2020, has directed extension of the lockdown period for a further period of two weeks with effect from 04.05.2020 in all parts of the Country and issued new guidelines on lockdown measures for strict implementation;

NOW, THEREFORE, the State Government, in supersession of all previous orders related to lockdown in Odisha, do hereby **extend the lock down in the entire State of Odisha** for a further period of two weeks and lay down the following new stipulations/guidelines for strict implementation **with effect from 04.05.2020 till the midnight of 17.05.2020.**

1. With the extension of the Lockdown period for a further period of two weeks with effect from 4<sup>th</sup> May 2020, new guidelines as under, will be applicable based on the risk profiling of the districts into **Red (Hotspot), Orange and Green zones.**
  
2. **Identification of Red (Hotspots), Orange and Green Zones**

- i. Based on their risk profile, the criteria for dividing the districts of the country into three zones, viz., **red, orange and green** will be as follows:
  - a. **Green Zones:** Districts with zero confirmed case till date or Districts with no confirmed case in the last 21 days shall be defined as Green Zones.
  - b. **Red Zones or Hotspot Districts:** Districts shall be defined as Red Zones or Hotspot districts, by Ministry of Health and Family Welfare (MoHFW), Government of India (GoI), taking into account total number of active cases, doubling rate of confirmed cases, extent of testing and surveillance feedback.
  - c. **Orange Zones:** Districts, which are neither defined as Red nor as Green Zones, shall be Orange Zones.
- ii. MoHFW will share the list of Red Zone (Hotspot), Orange Zone and Green Zone districts and related information with the State on a weekly basis or earlier as required. Government of Odisha, in Health & Family Welfare Department, on review, may include **additional districts** as Red Zone (Hotspots) and Orange Zone districts depending on the extent of spread of COVID-19 infection.
- iii. Districts classified either as Red or Orange Zones, may have one or more Municipal Corporation (MC) areas. In such cases, the State Government and District administrations may make an assessment of the distribution of cases - within the jurisdiction of the MC(s); and the area falling outside the MC(s) boundaries. In such cases, the classification of zones shall be as follows:
  - a. In case the district is classified as a Red Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labelled as an Orange Zone. However, due caution shall be exercised in such areas so that they remain free from COVID-19 cases.
  - b. In case the district is classified as Orange Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labelled as a Green Zone.

However, due caution shall be exercised in such areas so that they remain free from COVID-19 cases.

- c. In case any area of the district outside the limits of the MC(s) does have one or more confirmed case(s) in the last 21 days, this part of the district shall continue to be labelled as a Red or Orange Zone, as per the classification of the district.
- d. **Place of origin of the cases will be taken into consideration while assessing the classification of a zone and not the place of treatment.**

### 3. Identification of Containment Zones

- i. Containment Zones shall be demarcated within **Red (Hotspots) and Orange Zones** by the District Collector(s)/ Commissioner(s) of Municipal Corporations in consultation with Health authorities based on the guidelines of MoHFW. The boundary of the Containment Zone shall be defined by District Administrations/ Municipal Corporations taking into account the following factors:
  - a. Mapping of cases and contacts;
  - b. Geographical dispersion of cases and contacts;
  - c. Area with well demarcated perimeter; and
  - d. Enforceability.
- ii. The boundary of the Containment Zone will be a residential colony, apartment, municipal ward, municipal zone, Police Station area, town, etc., in case of urban areas; and, a village, cluster of villages, Gram Panchayats, group of Police Stations, blocks, etc., in case of rural areas.

### 4. Protocol within Containment Zones:

- i. Intensive surveillance mechanism as outlined in the Standard Operating Protocol (SOP) issued by MoHFW shall be established within the Containment Zone. **The local authority shall ensure 100% coverage of Aarogya Setu app among the residents of Containment Zones.**
- ii. In the Containment Zone, following activities shall be undertaken by the local authorities:
  - a. Contact Tracing.

- b. Home or Institutional quarantining of individuals based on risk assessment by medical officers. This risk assessment will be based on symptoms, contact with confirmed cases, and travel history.
- c. Testing of all cases with Severe Acute Respiratory Infection (SARI), Influenza Like Illness (ILI) and other symptoms specified by MoHFW.
- d. House to house surveillance by special teams constituted for this purpose.
- e. Clinical management of all cases as per protocol.
- f. Counselling and educating people; and establishing effective Communication strategies.

iii. In these **Containment Zones**, within Red (Hotspots) and Orange Zones, **where maximum precaution is required**, there shall be strict perimeter control to ensure that there is no movement of population in or out of these zones except for medical emergencies and for maintaining supply of essential goods and services. The guidelines issued in this regard by MoHFW will be strictly implemented.

iv. **Activities in Containment Zones**

- a. Strict perimeter control.
- b. Establishment of clear entry and exit points.
- c. Movement of persons only for maintaining supply of goods and services; and for medical emergencies.
- d. No unchecked influx of people and transport.
- e. Recording of details of people moving in and out of perimeter.

5. **Activities prohibited, irrespective of the Zone:**

- i. All domestic and international air travel of passengers, except for medical services, air ambulance and for security purposes or for purposes as permitted by MHA.
- ii. All passenger movement by trains, except for security purposes or for purposes as permitted by MHA.
- iii. Inter-State Buses for public transport, except as permitted by MHA.

- iv. Inter-State movement of individuals except for medical reasons or for activities as permitted by MHA.
- v. All schools, colleges, educational/ training/ coaching institutions, etc. However, online/ distance learning shall be permitted.
- vi. Hospitality services other than those used for housing health/ police/ Government officials/ healthcare workers, stranded persons including tourists, and those used for quarantine facilities.
- vii. All cinema halls, shopping malls, gymnasiums, sports complexes, swimming pools, entertainment parks, theatres, bars, auditoriums, assembly halls and similar places.
- viii. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings.
- ix. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

## **6. RED ZONES (Hotspots) [Outside Containment Zones]**

### **i. Activities not permitted:**

- a. Activities indicated in Para-5.
- b. All malls, market complexes and markets in urban areas, i.e., areas within the limits of municipal corporations and municipalities.
- c. Cycle rickshaws and auto rickshaws.
- d. Taxis and cab aggregators except those specified under Para-6(ii)(a).
- e. Intra-district and inter-district plying of buses.
- f. Barber shops, spas and salons.

### **ii. Activities permitted with restrictions as specified:**

- a. **Movement of individuals and vehicles**, only for permitted activities. Four wheeler vehicles will have maximum two passengers besides the vehicle driver. For two wheelers, pillion rider is not allowed. Transport aggregators like OLA, UBER permitted by Commerce & Transport (Transport) Department for transportation of medical personnel/ patients to and from hospitals.

**b. Industrial establishments in urban areas:** Only Special Economic Zones (SEZs), Export Oriented Units (EOUs), industrial estates and industrial townships with access control; Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates; Production units, which require continuous process, and their supply chain; Manufacturing of IT hardware; Jute industry with staggered shifts and social distancing; and, Manufacturing units of packaging material are permitted.

**c. All industrial activities are permitted in rural areas**

**d. Construction activities in urban areas:** Only in-situ construction (where workers are available on site and no workers are required to be brought in from outside the urban limits) and construction of renewable energy projects are permitted.

**e. All construction activities are permitted in rural areas.**

**f. Malls, Market Complexes, Markets and Shops:**

(i) Shops selling essential goods in markets and market complexes are permitted.

(ii) All standalone (single) shops, neighbourhood (colony) shops and shops in residential complexes are permitted to remain open in urban areas, without any distinction of essential and non-essential.

(iii) All shops in rural areas, except in malls, are permitted to remain open, without any distinction of essential and non-essential. Social distancing (6 feet distance) will be maintained in all cases.

**g. E-commerce activities** will be permitted only in respect of essential goods.

**h. Private offices** can operate with up to 33% strength as per requirement, with the remaining persons working from home.

**i. All Central Government offices** shall function with officers of the level of Deputy Secretary and above to the extent of 100% strength. The remaining staff will attend up to 33% as per requirement.

Defence and Security services, Health and Family Welfare, Police, Prisons, Home Guards, Civil Defence, Fire and Emergency Services, Disaster Management and related services, NIC, Customs, FCI, NCC, NYK and Municipal services shall function without any restrictions; however, delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

**j. State Government offices** will follow the orders of General Administration and Public Grievances Department, Government of Odisha in this regard.

## **7. ORANGE ZONES [Outside Containment Zones]**

### **i. Activities not permitted:**

**a.** Activities indicate in Para-5.

**b.** Inter-district and Intra-district plying of buses.

### **ii. Activities permitted:**

**a.** Taxis and cab aggregators, with 1 driver and 2 passengers only.

**b.** Inter-district movement of individuals and vehicles, only for permitted activities. Four wheeler vehicles will have maximum two passengers besides the driver.

**c.** All other activities without any restriction.

## **8. GREEN ZONES**

### **i. Activities not permitted:**

**a.** Activities indicated under Para-5

**b.** Inter-district and Intra-district bus movement

### **ii. Activities permitted:**

**a.** All other activities without any restriction.

**9. Activities permitted, irrespective of the Zone:** Inter-state movement of goods/ cargo, including empty goods carriers.

**10. All other activities, which are not specifically prohibited/ permitted with restrictions in the various Zones under these guidelines, will be permitted activities.**

***However, the District Collector(s)/ Commissioner(s) of Municipal Corporation are required to continually assess the risk to public health, and with the primary objective of keeping the spread of COVID-19 in check, calibrate their response and impose any further restrictions as needed, in respect of activities permitted in this order, within their jurisdiction.***

**11. Measures for well-being and safety of persons**

- i.** The movement of individuals, for all non-essential activities, shall remain strictly prohibited between 7 pm to 7 am. Collector & District Magistrate/ Commissioner of Police/ Municipal Commissioner shall issue orders under appropriate provisions of law, such as prohibitory orders [curfew] under Section 144 of Cr.PC, for this purpose, and ensure strict compliance.
- ii.** **In all zones, persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for meeting essential requirements and for health purposes, as per the National Directives.**
- iii.** In Containment Zones, Out-Patient Departments(OPDs) and Medical clinics shall not be permitted to operate. However, these are permitted to operate in Red, Orange and Green Zones, with social distancing norms and other safety precautions.

**12. The following Standard Operating Protocols (SOPs) issued by MHA, Government of India/ State Government will continue to operate:**

- i.** SOP on transit arrangement for foreign national(s) in India and release of quarantine persons, issued vide Order dated April 2, 2020 **(Annexure-1)**.
- ii.** SOP on movement of stranded labour within States/ UTs, issued vide Order dated April 19, 2020 **(Annexure-2)**.
- iii.** SOP on sign-on and sign-off of Indian seafarers, issued vide Order dated April 21, 2020 **(Annexure-3)**.
- iv.** SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons, issued vide Order dated April 29, 2020 **(Annexure-4)**.
- v.** SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons by train, issued vide Order dated May 01, 2020 **(Annexure-5)**.



- vi. SOP on construction sites in Government as well as private sites issued vide letter No.2220/R&DM(DM) dated April 18, 2020 **(Annexure-6)**.
- vii. SOP on inter-state movement of commercial goods vehicles to prevent clandestine movement of people violating lock down norms issued vide letter No.2268/R&DM(DM) dated April 21, 2020 **(Annexure-7)**.
- viii. SOP on registration and quarantine arrangement of the people stranded in other states who intend to come to Odisha issued vide Order No.2280/R&DM(DM) dated April 22, 2020 **(Annexure-8)**.
- ix. SOP on running of temporary medical camps issued vide letter No.2332/R&DM(DM) dated April 27, 2020 **(Annexure-9)**.
- x. SOP on sending persons stranded in Odisha to their home states by road/ rail issued vide Order No.2417/R&DM(DM) dated May 01, 2020 **(Annexure-10)**.
- xi. SOP on operation of Border Check Points (BCPs) to regulate movement of returnees into the State by road issued vide Order No.2423/R&DM(DM) dated May 02, 2020 **(Annexure-11)**.

**13. Strict enforcement of the lockdown guidelines**

These guidelines shall be strictly enforced and shall not be diluted in any manner.

**14. Instructions for enforcement of above lockdown measures:**

- i. All district magistrates/ municipal commissioners/ police commissioner shall strictly enforce the above lockdown measures and National Directives for COVID-19 Management, for public and work places **(Annexure 12)**.
- ii. In order to implement these containment measures, all Tahasildars in the State are designated as Incident Commanders in their respective local jurisdictions. In addition, the Police Commissioner/ District Magistrate/ Municipal Commissioner may deploy additional Executive Magistrates/ Zonal Deputy Municipal Commissioners as Incident Commanders in the respective local jurisdictions.
- iii. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such incident

commander. The Incident Commander will issue passes for enabling essential movements as explained.

- iv. Police Commissioner, Collector, ADM, CDM&PHO, DCP, Sub-Collector, Tahasildar, B.D.O, Municipal Commissioner and Executive Officer of Urban Local Bodies are hereby authorized to take all necessary actions for enforcement and implementation of the aforesaid measures. Local police shall render necessary assistance as and when requisitioned by the aforementioned officers.
- v. All enforcing authorities shall note that these strict restrictions fundamentally relate to movement of people, but not that of goods.
- vi. In case of any doubt, the State Government in R&DM (Disaster Management) Department will issue necessary directions or clarifications.

#### 15. Penal provisions

Any person violating these lockdown measures and the National Directives for COVID-19 Management will be liable for prosecution as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, the Epidemic Diseases Act, 1897 and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure 13**.

By order of the Governor

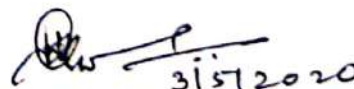


Chief Secretary, Odisha

**Memo No. 2445 /R&DM(DM)**

**Date: 03-05-2020**

Copy forwarded to the Private Secretary to Hon'ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture Production Commissioner for kind information.



Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Memo No. 2446 /R&DM(DM)**

**Date: 03-05-2020**

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ Director General of Police/ Director General of Police Fire Services/Police Commissioner, Bhubaneswar-Cuttack/ All RDCs/ All Collectors/ Superintendents of Police/ All Municipal Commissioners for kind information and immediate necessary action.

  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Memo No. 2447 /R&DM(DM)**

**Date: 03-05-2020**

Copy forwarded to the Member Secretary, National Disaster Management Authority/ Joint Secretary (Disaster Management) Ministry of Home Affairs (Disaster Management Division), Government of India for kind information.

  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**No.40-3/2020-DM-I(A)  
Government of India  
Ministry of Home Affairs**

**STANDARD OPERATING PROCEDURE (SOP) FOR TRANSIT  
ARRANGEMENTS FOR FOREIGN NATIONALS STRANDED IN INDIA**

**Sub-Clause (g) in exception to clause 6**

It has been brought to the notice of this Ministry that a number of foreign nationals are stranded in different parts of the country, due to the lockdown measures. Some foreign countries have approached Government of India for evacuation of their nationals to their countries.

2. In view of the above, it has now been decided that requests received from foreign governments, for evacuation of their nationals from India, would be examined by the Ministry of External Affairs (MEA), Government of India on case to case basis. In cases where such requests are endorsed by MEA, the following protocol would be observed:

- i) The chartered flight would be arranged by the concerned foreign government in consultation with the Ministry of Civil Aviation, Government of India.
- ii) Prior to departure, the foreign national(s) would be screened for COVID-19 symptoms as per the standard health protocol. Only those foreign national(s) would be allowed to leave, who are asymptomatic for COVID-19. In case of symptomatic person(s), the future course of treatment would be followed, as per the standard health protocol.
- iii) The local transportation arrangements from the place of stay of the foreign national(s) to the point of embarkation would be arranged by the local Embassy/Consulate of the respective foreign government.
- iv) The transit pass for movement of the vehicle deployed for movement of the foreign national(s) would be issued by the Government of the State/Union Territory where the foreign national(s) is/are staying.
- v) The transit pass, as issued above, would be honoured/ allowed by the authorities of the State/Union Territories along the transit route.

### Standard Operating System (SOP) for movement of Stranded Labour

Due to the spread of COVID-19 virus, workers employed in industry, agriculture, construction and other sectors have moved from their respective places of work, and are housed in relief/ shelter camps being run by State/ UT Governments. Since additional new activities, outside the containment zones, have been permitted in the consolidated revised guidelines with effect from 20<sup>th</sup> April 2020, these workers could be engaged in industrial, manufacturing, construction, farming and MNREGA works. In order to facilitate their movement within the State/UT, the following guidelines may be followed:

- i. The migrant labourers currently residing in relief/ shelter camps in States/ UTs should be registered with the concerned local Authority and their skill mapping be carried out to find out their suitability for various kinds of works.
  - ii. In the event, that a group of migrants wish to return to their places of work, within the State where they are presently located, they would be screened and those who are asymptomatic would be transported to their respective places of work.
  - iii. ***It may be noted that there shall be no movement of labour outside the State/UT from where they are currently located.***
  - iv. During the journey by bus, it would be ensured that safe social distancing norms are followed and the buses used for transport are sanitized as per the guidelines of the Health authorities.
  - v. The National Directives for COVID-19 Management issued under the consolidated revised guidelines dated 15<sup>th</sup> April 2020 shall be strictly followed.
  - vi. The local authorities shall also provide for food and water etc., for the duration of their journey.
-

**Standard Operating Procedure (SoP) for sign-on and sign-off of Indian Seafarers at Indian Ports and their movement for the aforesaid purpose**

**[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 21<sup>st</sup> April, 2020]**

Change of crew of ship (seafarers) is an important measure for operation of merchant ships. This SoP has been formulated to streamline the sign-on/sign-off of Indian Seafarer at Indian Ports for merchant shipping vessels. The following guidelines may be followed:

**I. For Sign-on**

- i. Ship owner/ Recruitment and Placement Service (RPS) agency will identify the Indian seafarers for joining a vessel.
- ii. The seafarers will intimate their travel and contact history for last 28 days to the ship owner /RPS agency by email, as per procedure laid down by Director General of Shipping (DGS).
- iii. The seafarer would be examined by a DGS approved medical examiner, as per the guidelines prescribed for this purpose. At the same time, the seafarer shall also be screened, and his travel and contact history examined for the last 28 days; seafarers found to be asymptomatic for COVID-19 and otherwise suitable may be processed for sign-on.
- iv. The local authority in the area where the seafarer resides will be intimated about his clearance for sign-on and for issue of a transit pass from the place of residence to the place of embarkation on the shipping vessel.
- v. The transit pass for such movement by road, for the seafarer and one driver, may be issued by the Government of the State/Union Territory where the seafarer resides.
- vi. The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honoured/ allowed by the authorities of the State/ Union Territory along the transit route.
- vii. The social distancing and other hygiene norms, as per standard health protocol, would be followed by the vehicle transporting the seafarer to his destination.
- viii. At the port of embarkation, the seafarer shall be tested for COVID-19; the seafarer would be ready for sign-on only if the COVID-19 test is negative, failing which, action as per guidelines of Ministry of Health and Family Welfare (MoHFW) would be taken.

**II. For Sign-off**

- i. The master of a vessel, coming from any foreign port, or a coastal vessel from any Indian port, while arriving at its port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port, like temperature chart, individual health declaration, etc. shall also be provided by the master as per the directives of the health

**No.40-3/2020-DM-I (A)  
Government of India  
Ministry of Home Affairs**

North Block, New Delhi-110001  
Dated 29<sup>th</sup> April, 2020

**ORDER**

In continuation of Ministry of Home Affairs's Orders No.40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020, 16<sup>th</sup> April, 2020, 19<sup>th</sup> April 2020, 21<sup>st</sup> April 2020 and 24<sup>th</sup> April 2020 and in exercise of the powers, conferred under Section 10(2)(I) of the Disaster Management Act, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby orders **to include** the following in the consolidated revised guidelines for strict implementation by Ministries /Departments of Government of India, State/Union Territory Governments and State /Union Territory Authorities:

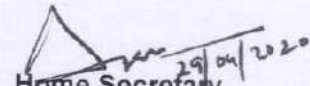
**Sub-clause (iv) under Clause 17 on Movement of persons:**

- iv. Due to lockdown, migrant workers, pilgrims, tourists, students and other persons are stranded at different places. They would be allowed to move as under:
  - a. All States/ UTs should designate nodal authorities and develop standard protocols for receiving and sending such stranded persons. The nodal authorities shall also register the stranded persons within their States/ UTs.
  - b. In case a group of stranded persons wish to move between one State/ UT and another State/ UT, the sending and receiving States may consult each other and mutually agree to the movement by road.
  - c. The moving person (s) would be screened and those found asymptomatic would be allowed to proceed.
  - d. Buses shall be used for transport of groups of persons. The buses will be sanitized and shall follow safe social distancing norms in seating.
  - e. The States/ UTs falling on the transit route will allow the passage of such persons to the receiving State/ UT.
  - f. On arrival at their destination, such person(s) would be assessed by the local health authorities, and kept in home quarantine, unless the assessment requires keeping the person(s) in institutional quarantine. They would be kept under watch with periodic health check-ups. For this



purpose, such persons may be encouraged to use **Aarogya Setu** app through which their health status can be monitored and tracked.

The guidelines of the Ministry of Health and Family Welfare (MoHFW) on Home Quarantine, dated 11.03.2020 may be referred to in this regard, which are available at (<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>)

  
Home Secretary

To: (As per list attached)

1. The Secretaries of Ministries /Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

Copy to:

- i) All members of the National Executive Committee.
- ii) Member Secretary, National Disaster Management Authority.



Government of India  
Ministry of Home Affairs

North Block, New Delhi-110001  
Dated 1<sup>st</sup> May, 2020

**ORDER**

In continuation of Ministry of Home Affairs's Orders No.40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020, 16<sup>th</sup> April, 2020, 19<sup>th</sup> April, 2020, 21<sup>st</sup> April, 2020, 24<sup>th</sup> April, 2020 and 29<sup>th</sup> April, 2020, and in exercise of the powers, conferred under Section 10(2)(I) of the Disaster Management Act, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby orders **to include** the following in the consolidated revised guidelines for strict implementation by Ministries /Departments of Government of India, State/Union Territory Governments and State / Union Territory Authorities:

**Sub-clause (v) under Clause 17 on Movement of persons by trains:**

- v. Movement of migrant workers, pilgrims, tourists, students and other persons, stranded at different places, is also allowed by special trains to be operated by Ministry of Railways (MoR). MoR will designate nodal officer(s) for coordinating with State/ UTs for their movement. MoR will issue detailed guidelines for sale of tickets; and for social distancing and other safety measures to be observed at train stations, train platforms and within the trains.

The rest of the conditions stipulated for Movement of persons vide Sub-clause (iv) [a,b,c,e,f] will continue to apply to such movement.

  
Home Secretary

**To: (As per list attached)**

1. The Secretaries of Ministries /Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

**Copy to:**

- i) All members of the National Executive Committee.
- ii) Member Secretary, National Disaster Management Authority.



ଓଡ଼ିଶା ସରକାର  
ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ  
(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)  
**GOVERNMENT OF ODISHA**  
**REVENUE & DISASTER MANAGEMENT DEPARTMENT**  
**(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

ରାଜିବ ଭୋବନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
RAJIV BHAWAN, BHUBANESWAR-751001

Ph. No. 0674-2534177  
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e-mail: srcodishagov@gmail.com  
src.or@nic.in

No. 2220 /R&DM(DM)      Date: 18 -04-2020  
RDM-RLF-MISC-0034-2020

From Pradeep Jena, IAS  
Special Relief Commissioner &  
Additional Chief Secretary to Government  
(Disaster Management)

To All Departments of the Government  
All Revenue Divisional Commissioners  
All Collectors

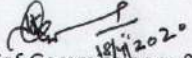
***Sub: Standard Operating Procedure for construction sites in Government as well as Private sectors to prevent spreading of COVID-19.***

Madam/Sir,

You are aware that the Government of Odisha in Revenue & Disaster Management (Disaster Management) Department vide their letter No. 2214/R&DM(DM) dt.17.04.2020 has issued detailed order regarding extension of lockdown period till midnight of dt.03.05.2020. In the said order several activities of different sectors have been allowed. The said order also emphasises various conditions and standard operating procedure for social distancing and maintenance of hygiene in the work places in order to prevent spreading of Corona virus. Further the State is experiencing high temperature and heat wave condition is likely to prevail in some parts of the State.

Therefore, it is requested to adopt preventive measures in construction sites to contain spread of COVID-19 and to combat the heat wave situation. Accordingly, this office has issued Standard Operation Procedure for construction sites. The Standard Operation Procedure should be followed scrupulously. Copy of the Standard Operating Procedure in English and Odia is enclosed herewith for wide circulation among the stakeholders.

Yours faithfully,

  
 Special Relief Commissioner &  
 Additional Chief Secretary to Government  
 (Disaster Management)

**Standard Operating Procedure in the Government as well as private construction sites to prevent spreading of COVID-19 and to protect the workers/construction personnel from heat wave.**

1. Social distancing parameters are to be strictly enforced at the work sites among the labourers, technicians, supervisors and others involved in the construction process.
2. Face masks are to be mandatorily used by all persons during the entire period of stay in the work site.
3. If workers are required from outside, special transportation facility shall be arranged by the Contractor/ Construction Agency without any dependency on the public transport system. These vehicles should be allowed to operate with 30-40% of their passenger capacity.
4. In case of labour camps operating at the work site, social distancing norms shall be observed in working areas, sleeping quarters and as well as in dining areas. No gathering or close proximity among workers shall be allowed.
5. Contractor/ Construction Agency will ensure provision of hand wash with buckets of water and mugs with soap and towel arranged in such a way that workers don't have to gather around to wash their hands.
6. The Contractor/ Construction Agency will put up display boards containing do's and don'ts issued by Health and Family Welfare Department for prevention of spreading of COVID-19 at the construction site.
7. Contractor/ Construction Agency will conduct orientation/training programme for the workers in hand washing and personal hygiene.
8. Workers of more than 60 years of age are not to be allowed to work in the worksite.
9. Sick, elderly and people having symptoms of cold, cough, sneezing are not to be allowed to work at any cost. If such symptoms are seen with workers, Contractors/ Construction Agencies will make arrangement for health consultations of concerned workers in the nearest health centre.
10. Anybody detected with Severe Acute Respiratory Indications (SARI) and Influenza like Indications (ILI) is to be immediately reported to the nearest PHC/ CHC/ Health Centre/ District HQ Hospital/nearest administrative office such as Block Office/Tahasil Office and all steps will be taken as per advice of the health centre.

11. There shall be complete prohibition of tobacco, gutkha and spitting in work sites.
12. Contractor/ Construction Agency/ Executive Officer in-charge will keep a list of Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients at all times.

Besides these, in view of the rising temperature the following heat wave preventive measures are to be observed in work places.

1. Adequate shading arrangement must be made at the work places to protect the workers from scorching heat.
2. No work should be executed during the peak hours from 11.00 am to 3.00 pm.
3. There should be adequate, safe potable drinking water for the workers and other personnel.
4. There should be first-aid-box containing essential medicines, ORS, Glucose etc. at the worksite for the workers.
5. Safety Health and Environment (SHE) parameters will be observed at construction sites.

The Contractor/ Construction Agency/ Officer in charge of the construction work should ensure that all the above conditions are in place before starting the work.

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ଓଡ଼ିଶା ସରକାର  
ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ  
(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)  
**GOVERNMENT OF ODISHA  
REVENUE & DISASTER MANAGEMENT DEPARTMENT  
(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

ରାଜୀବ ଭାବନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
RAJIV BHAWAN, BHUBANESWAR-751001

Ph. No. 0674-2534177  
Fax : 0674 - 2534176  
e-mail: srcodishagov@gmail.com  
src.or@nic.in

No. 2268 /R&DM(DM)  
RDM-RLF-MISC-0034-2020

Date: **21-04-2020**

From

Pradeep Jena, IAS  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

To

ALL DEPARTMENTS  
ALL COLLECTORS  
ALL SUPERINTENDENTS OF POLICE

**Sub: *Standard Operating Procedure (SOP) for inter State movement of commercial goods vehicles to prevent clandestine movement of people violating the lockdown norms.***

Sir,

There have been few instances of some people entering the State clandestinely either in transport vehicles/ goods carriers / Ambulances or other vehicles. Such movement has detrimental impacts on the efforts of the State Government in preventing/ controlling the spread of Corona Virus. Such possibility of some people trying to enter the State clandestinely violating the lockdown conditions can't be ruled out.


In order to check such clandestine movement and entry into the State, the following Standard Operation Procedure (SOP) may be followed:

**STANDARD OPERATING PROCEDURE (SOP)**

1. Random check of Commercial Goods vehicles shall be undertaken at the entry point check gate at Laxman-Nath, Jamsola, Girisola and such other Inter-State check points as decided by Government / District Administration in NH, SH , MDR or any other roads from time to time. Such regulation may be applicable for movement of all Inter-State vehicles.
2. The random checks are intended to ensure that these commercial vehicles are not being used for clandestine transportation of persons in violation of the lockdown order. In all such vehicles only one/two driver and one helper shall be allowed. All drivers must have valid Commercial Driving Licence with them in the vehicle.
3. Any person, other than the driver and a spare driver and helper found travelling in the commercial goods vehicle constitutes an offence under the provisions of section 51 of the Disaster Management Act, 2005 and such person shall be proceeded in accordance with law.

4. The driver and helper shall carry a valid ID Card (valid commercial Driving Licence for drivers, Aadhaar Card, Voter ID Card, Bank Passbook etc.) and shall produce the same on demand.
5. The owner of the Commercial Goods carrier may be encouraged to give a paper containing the names of the Driver and Helper of the vehicle so that the identity of the occupants of vehicle can be ascertained. This is in the interest of the Transporter as any illegal person travelling in their vehicle compounds the risk of their genuine driver and helper getting affected by the COVID-19. **However, non-availability of such document shall not be treated as a shortcoming and the law enforcing authorities shall not detain/stop the movement of vehicle on these grounds.**
6. Random health checkups/ thermal screening of the drivers and helpers of the commercial goods vehicles shall be conducted by the Health Department/persons trained by Health Department at the entry check points of Jamsola, Laxman Nath and such other Inter-State check points or at a location as decided by the State Government from time to time. Such random checks shall also be done in the wholesale markets of the State like Bhubaneswar, Cuttack, Sambalpur etc. by the concerned Municipal Authorities.
7. While undertaking such checks, the authorities shall ensure that such checks do not lead to any harassment of commercial goods vehicles and do not cause any traffic congestion.

Yours faithfully,

  
21/04/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

Memo. 2269/R&DM(DM) Date: **21.04.2020**

Copy forwarded to all Revenue Divisional Commissioners/ Labour Commissioner, Odisha/ all Municipal Commissioners/ all Executive Officers of Municipalities/ NACs for information and necessary action.

  
21/04/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)



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ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ  
(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)  
**GOVERNMENT OF ODISHA  
REVENUE & DISASTER MANAGEMENT DEPARTMENT  
(DISASTER MANAGEMENT)**

**By Fax/e-mail/Post**

ରାଜୀବ ଭବନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
RAJIV BHAWAN, BHUBANESWAR-751001

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src.or@nic.in

No. 2280 /R&DM(DM)

Date: 22-04-2020

From

Pradeep Jena, IAS  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

To

The Principal Secretary to Govt., Panchayati Raj & DW Dept.  
The Principal Secretary to Govt., Housing & UD Dept.

**Sub: Procedure for Registration and Quarantine Arrangement for the people stranded in other States who intend to come to Odisha after the lockdown is over**

Sir,

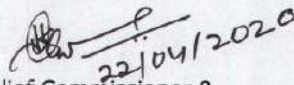
The State Government vide orders No.2232/ R&DM(DM) dated 17.04.2020 and No.2235/R&DM(DM) dated 17.04.2020 have authorised the Gram Panchayats and the Urban Local Bodies (ULBs) to make arrangements for registration and quarantine of the people stranded in other States who intend to come to Odisha after the lockdown is over. For implementation of the same, the Government have further directed as follows:-

1. Every GP and ULB will have a registration facility to facilitate return of the people intending to return to the State after the lockdown. The family members, relatives of such people will register with the facility. The person intending to return may also register directly with the concerned GP/ ULB. The GP/ ULB may also register the names of such people *suo motu* on getting information from appropriate sources.
2. GPs/ ULBs may utilize web based solution to facilitate registration process. Panchayati Raj & DW Department may develop web application at the earliest and roll out the same both for rural and urban areas. Appropriate formats for rural and urban areas may be developed to enable people to register properly.
3. PR&DW Department will identify a nodal officer for each GP to be called as Gram Panchayat Nodal Officer (GPNO) who will facilitate registration. Similarly,

H&UD Department will identify a nodal officer for one or a cluster of wards to be known as Ward Nodal Officer (WNO). The website may contain the name and telephonic contact number of such officers for prospective applicants to contact for smooth and hassle-free registration.

4. Every quarantine person shall be stamped with date in indelible ink. Panchayati Raj & DW Department will requisition required quantity of indelible ink from Mysore facility for both the Departments.
5. Panchayati Raj & DW Dept. will issue detailed guidelines and directions to the Sarpanches to make necessary arrangements for quarantine facility including accommodation, food, water, bathing facility, sanitation and treatment.
6. Similar instruction shall be issued by the Housing & UD Department for making arrangements in institutional quarantine facilities.
7. Where persons are allowed home quarantine, proper sticker must be affixed on the front of the house. Such person(s) must be closely monitored to ensure that they abide by and adhere to quarantine guidelines of Health & Family Welfare Department.
8. H&UD Department may make arrangement in coordination with hotels for quarantine of people on payment by the persons who wish to avail such facility. The expenditure on such paid quarantine facility shall be borne by the person concerned who shall abide by rules, regulations and terms & conditions, if any, of the paid quarantine facility.
9. PR&DW Department and H&UD Department may make detailed arrangement for proper monitoring of the quarantined persons.
10. The expenditure on provision of temporary accommodation, food, drinking water, sanitation and medical care, etc. for the people in quarantine camps (other than home quarantine) shall be met out of State Disaster Response Fund (SDRF). Permanent nature of constructions may not be booked to SDRF.
11. Upon successful completion of quarantine period in the institutional quarantine facility, Government in respective Departments may make all arrangements for payment of incentive for which detailed guidelines may be issued in consultation with and concurrence of Finance Department, if required.

Yours faithfully,

  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)





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ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ  
(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)  
**GOVERNMENT OF ODISHA**  
**REVENUE & DISASTER MANAGEMENT DEPARTMENT**  
**(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

ରାଜୀବ ଭବନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
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No. 2332 /R&DM(DM) Date: 27.04.2020

From

Pradeep Jena, IAS  
Special Relief Commissioner &  
Principal Secretary to Government  
(Disaster Management)

To

The Principal Secretary to Government,  
Panchayati Raj & DW Department/ Housing and UD Department

**Sub: Approval of unit cost for running of Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period**

Ref: PR&DW Department letter No.7767/ dated 24.4.2020

Sir,

The Government has approved the following expenditure for Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period: -

1. Food expenditure: **Rs.120/-** per Adult Per day and **Rs.100/-** per Child below 14 years per day for the period of 14 days from the date of report in the GP/ ULB.
2. Personal Hygiene Kit (for the 14 Day period): **Rs.300/-** per person (tooth brush, paste, tongue cleaner, soaps, oil, razor, masks, sanitary pad, mug, bottle, bucket, etc )
3. Two bed sheets and two pillow covers may be procured for each bed (Where not available on hire or not procured out of other fund).
4. Cleaning, Sanitation, Security: Cost as per actual not exceeding **Rs.2000/-** per day per facility.

Procurement of Beds (cots and mattresses, pillows) may be made through hiring and hiring cost can be charged to SDRF. If these have to be procured, funds under other schemes of the concerned Department may be utilized.

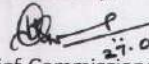
Detailed account of persons kept in the TMC shall be maintained in a register. The data of such people shall be uploaded in the official website of the concerned district.

Details of people engaged for cleaning and maintenance of the facilities shall also be maintained for record.

This norm shall also be applicable to H & UD Dept for all ULBs.

The Guidelines for Management of Temporary Medical Camps / Quarantine Centres is attached, which may be followed in letter and spirit for smooth management of the camps.

Yours faithfully,

  
 Special Relief Commissioner &  
 Additional Chief Secretary to Govt.  
 (Disaster Management)

## **Guidelines for Management of Temporary Medical Camps / Quarantine Centres**

Government has ordered the Panchayati Raj Department and Housing & Urban Development Department to maintain Medical Centres where people from outside the State on their return to their villages or towns shall be quarantined mandatorily for a period of fourteen (14) days before being allowed to go to their homes, if found otherwise fit. The task of managing these centres in turn has been assigned to Gram Panchayats (GPs) & Urban Local Bodies (ULBs), who have also been instructed to register all such people intending to return to the State mandatorily. No one from outside the State shall go to their homes / houses without being subjected to and satisfactorily completing the mandatory quarantine in a place so ordered / allowed by the concerned Gram Panchayat or ULB.

It is, therefore, important that GPs/ ULBs, select and prepare such number and with such bed capacity of Medical / Quarantine facilities with provision for accommodation along with facilities for bath and toilets, etc. While preparing such facilities, it must be kept in mind that people who may be required to be quarantined may comprise of men, women and children and people of all ages - old to children and infants and people with sickness, physically and mentally challenged. Among women, there may be some pregnant and lactating women and adolescent girls. While organizing such facilities, needs of each of these category of people must be taken into consideration. The three sacred principles that must be kept in mind and must be followed are **(a) Privacy (b) Safety and (c) Dignity**. As far as **Privacy** is concerned separate rooms, baths and toilets must be arranged for men and women. In case there are people from LGBT community, separate provisions should be made. Special needs of differently abled people must also be addressed. When it comes to **Safety**, all persons so accommodated should never have a feeling of being under threats of any kind. **Safety** of women and children and their security concerns need to be addressed specially. **Dignity** of individuals must be respected by all concerned - those managing the facilities and those who stay there. **Respect** for individuals – their religion, caste, and faith and beliefs must be respected. No **discrimination** of any sort shall be practised, promoted or tolerated.

**Social distancing** and **personal hygiene** being the only known method to break the chain of spread of COVID-19 infection from person to person, it needs to be meticulously observed especially in camps both by the inmates and service personnel. Camp manager will ensure this in letter and spirit.

The following guidelines shall be followed for smooth management of TMCs and quarantine centres.

<b>Camp arrangement</b>	<ol style="list-style-type: none"><li>1. A register will be maintained in the camp containing details about the people staying including information about pregnant women, infants, elderly, people with existing health condition and persons with disability.</li><li>2. There will be an information board containing the contact details of Sarpanch, GP Nodal Officer, Local Medical Officer, ASHA, Anganwadi Worker, and ANM.</li></ol>
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3. The beds should be arranged in such a way that at least one meter distance remains between 2 beds.
4. Appropriate planning & demarcations shall be made in advance to ensure social distancing in the camp. Required disabled-friendly arrangements shall also be made, wherever required, to the extent possible.
5. Separate rooms and separate toilet arrangement to be made for men and women.
6. Separate room for LGBT members, if any, may be arranged.
7. If possible, separate room for pregnant women/ lactating mothers may be arranged.
8. Appropriate arrangements for cleaning and drying of clothes by the inmates shall be made.
9. Proper light and fan arrangement to be made. Electrical safety must be adhered to.
10. Adequate number of plug points may be provided for mobile charging.
11. Local police shall be kept informed about the location of the camp and number of people staying in it. Police may be requested to make basic security arrangement or arrange for regular and periodic visit to such camps during day as well as at night.
12. Banners/ Posters containing information on Do's and Don'ts for prevention of spread of COVID-19 and social distancing should be displayed in appropriate places in the camp.
13. The camp manager may explore possibility of arranging story telling by the local teacher or AW Worker/ Health Worker for the children to keep them engaged. Similarly, 'Puraana Patha' or any other activity may be organized for others.
14. Voluntary support of NGOs, CSOs and other such local organizations/individuals may be taken for organizing yoga session, painting competition for children, Antakshyari, motivational talk, story telling, health care awareness discussions, etc. psycho-social counseling by trained personnel and other activities in the camp.
15. The services of trained personnel available with the District Legal Services Authority may also be utilized for above activities.

	<p>16. District Administration and camp managers may utilize the volunteers registered in the new COVID SANGRAMI volunteer portal created by OSDMA.</p>
<p><b>Items to be provided free of cost to each inmate in the camp</b></p>	<ol style="list-style-type: none"> <li>1. Tooth brush-1</li> <li>2. Tongue cleaner-1</li> <li>3. Small tooth paste-1</li> <li>4. Bathing soap (50-75 gm)-1</li> <li>5. Washing soap (150-200 gm)-1</li> <li>6. Bucket-1</li> <li>7. Plastic mug-1</li> <li>8. Coconut oil bottle (50 ml)-1</li> <li>9. Comb-1</li> <li>10. Water bottle (1 Ltr.)-1</li> <li>11. Razor (disposable) -1 (for men only)</li> <li>12. Mosquito repellent coil – 1 packet</li> <li>13. Double layer washable face mask- 2</li> </ol> <ul style="list-style-type: none"> <li>• Sanitary pads for the women and young girls as per requirement may be supplied from ASHA/ local WSHGs/ other local facility, as and when required.</li> </ul>
<p><b>Sanitation</b></p>	<ol style="list-style-type: none"> <li>1. Proper sanitation shall be maintained in the camp with minimum 3 time cleaning of common spaces.</li> <li>2. Spitting, smoking and chewing of tobacco are strictly prohibited.</li> <li>3. As far as possible, disposable plates are to be used for eating.</li> <li>4. The used plates shall be disposed off in a pit at a safe distance and covered with soil. The place is to be disinfected with bleaching powder from time to time.</li> <li>5. No one in the camp will be permitted to use personal items of others.</li> </ol>
<p><b>Food</b></p>	<ol style="list-style-type: none"> <li>1. Food should be cooked hygienically and served preferably as per the following timings: <ul style="list-style-type: none"> <li>○ Breakfast: 8.00 am to 9.00am</li> <li>○ Lunch: 12.30 noon to 2.00 pm</li> <li>○ Evening tea and snacks: 5.00 pm</li> <li>○ Dinner: 7.30 pm to 9.00 pm</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>2. Food should be palatable and meet the need of old, sick, children, pregnant and lactating women.</li> <li>3. Efforts will be made by the Camp Manager to arrange chhatua and any other foods such as milk, egg and biscuits for children as far as possible.</li> <li>4. Potable and safe drinking water to be provided, preferably, boiled, filtered and if required, treated with halazone tablets.</li> </ol>
<b>Health Care</b>	<ol style="list-style-type: none"> <li>1. People coming to the camp with fever and cold symptoms shall be immediately segregated from others and it shall be brought to the notice of the local medical officer for required screening and treatment.</li> <li>2. Daily monitoring of health condition of all inmates shall be done by the ASHA/AWW/ANM/ health personnel.</li> <li>3. Any suspected person with SARI (Severe Acute Respiratory Infection) and ILI (Influenza Like Infection) symptoms shall be immediately shifted to designated health facility.</li> <li>4. All inmates will wear their mask during the entire period of stay in the camp.</li> <li>5. Keen attention will be given for earliest detection of diseases like measles, diarrhoea, cholera and skin diseases in the camp and immediate steps shall be taken for their treatment.</li> <li>6. First Aid box and sufficient ORS packets are to be kept in the camp.</li> <li>7. Special care and attention should be given to the elderly, sick and differently abled.</li> <li>8. Local ASHA and Anganwadi Worker will pay regular visit to the camp to monitor the health of pregnant and lactating women and children and facilitate their special needs.</li> </ol>

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(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)  
**GOVERNMENT OF ODISHA  
REVENUE & DISASTER MANAGEMENT DEPARTMENT  
(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

BISHU BORO, GOVERNMENT SECRETARIAT  
RAJIV BHAWAN, BHUBANESWAR-751001

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sro.odisha@nic.in

Letter No. **2417/R&DM(DM)**, Date: **01.05.2020**

To

**All Collectors**

**All Municipal Commissioners**

The Ministry of Home Affairs, Government of India, vide order no. 40-3/2020-DM-I9A) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourist, students and other persons stranded at different places due to the lockdown, to their home states.

Government of Odisha has put in place a robust monitoring system of the migrants, both inside and outside the State. The details of the officers designated as nodal officers for various states for necessary co-ordination are provided in annexure.

The following SOP is to be strictly followed for sending persons stranded in Odisha to their home states, by road/ rail:

1. Prior approval of recipient State shall be obtained before departure of any train/ bus from your district/ municipal corporation
2. For road journey by means of bus/ vans, the transit pass will be provided by you and the counterpart Collectors/ Commissioners of Municipal Corporation/ State Co-ordinator in the recipient State shall be informed with the details of passengers, destination (district & block) and their mobile numbers. One of the passengers, having a smartphone, may be designated as the Group Co-ordinator, whose mobile number may be passed on to the recipient Collector/ Municipal Commissioner/ State Co-ordinator
3. The destination Station/ Border Check Point in the recipient State for each train/ bus/ van will be decided by recipient State Government
4. The returnees should be grouped Block-wise/ District-wise, while boarding the buses/ vans/ trains, as far as possible, for easier logistics

5. As required under the MHA guidelines, the passengers have to be screened for health status in your district/ municipal corporation and only after proper assessment they should be cleared for travel
6. No person/ group of persons should be allowed to travel unless they have an appropriate authorisation issued by you/ your designated officer.

  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

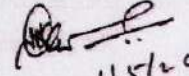
Memo No. 2418/R&DM(DM) Date: **01-05-2020**

Copy forwarded to the Private Secretary to Hon'ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture Production Commissioner for kind information.

  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

Memo No. 2419/R&DM(DM) Date: **01-05-2020**

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ Director General of Police/ Director General of Police, Fire Services/Police Commissioner, Bhubaneswar-Cuttack/ All Superintendents of Police for kind information and immediate necessary action.

  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Annexure: List of nodal officers of Government of Odisha**

Sl.	Name of the State	Name of the Nodal Officer	Contact Number
1	Telangana	Dr. Yeddula Vijay, IAS	0674-2323068
2	Andhra Pradesh	B. Parameswaran, IAS	0674-2393275
3	West Bengal	Bhaskar Jyoti Sarma, IAS	0674-2390116
4	Gujarat	Dr. Nitin Bhanudas Jawale, IAS	0674-2543461
5	Maharashtra	Rajesh Prabhakar Patil, IAS	0674-2392906
6	Tamil Nadu	Chithra Arumugam, IAS	0674-2536631
7	Bihar	Md. Sadique Alam, IAS	0674-2573310
8	Jharkhand	Md. Sadique Alam, IAS	0674-2573310
9	Kerala	Dr. M Muthukumar, IAS	0674-2395532
10	New Delhi & NCR	Ravi Kant, IPS	011-23018488
11	All other states	Amitabh Thakur, IPS	0674-2533230





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ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ  
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**GOVERNMENT OF ODISHA  
REVENUE & DISASTER MANAGEMENT DEPARTMENT  
(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

ରାଜିବ୍ ଶାହାନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
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Letter No. **2423/R&DM(DM)**, Date: **02.05.2020**

To

**All Collectors/ All Municipal Commissioners/Commissioner of Police,  
Bhubaneswar-Cuttack/ All Superintendents of Police**

The Ministry of Home Affairs, Government of India, vide order no. 40-3/2020-DM-I9A) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourist, students and other persons stranded at different places due to the lockdown, to their home states.

Therefore, **Border Check Points (BCPs)** are to be established (at the annexed locations) to regulate the movement of persons into the State by road. The following SOP is to be strictly followed for BCP operation for handling of incoming persons/ vehicles:

1. Persons intending to enter into/ transit through Odisha shall be allowed entry only through one of the designated Border Check Points (BCPs)
2. Odisha Police will operate the BCPs. An officer not below the rank of an Inspector of Police, shall be in-charge of the BCP. He/ She shall be assisted by other officers & staff as may be required
3. BCP will also have an appropriate number of officials & staff from RTO/ Transport Commissioner's office to assist the Police
4. Transport Commissioner shall provide computer, printer, data entry operators as well as UPS, Generators and other logistics support, if any, for the purpose of operating the BCP
5. Accommodation/ temporary shed, arrangements of drinking water/ temporary toilets will be organised by the District Administration
6. One Health Team with at least one Doctor/ Ayush Doctor, HW(M), HW(F) with basic equipment will be deployed by the H&FW Dept./ CDMO to attend to medical requirements, if any
7. Passengers travelling by road, either in group or individually, shall report to BCP where their details will be checked with the pre-registration data
8. In case any passenger/ vehicle is not registered, spot registration will be done at the BCP

9. After registration, all incoming vehicles will be provided with a vehicle pass (pre-printed by Transport Commissioner) to be given by the BCP in-charge containing required information (such as vehicle number, destination, number of passengers, route to be followed) to be affixed on the wind screen of the vehicle. The Pass will remain affixed conspicuously on the wind screen throughout the journey within Odisha
10. The BCP will enter the required data in the appropriate module of State portal (<https://covid19.odisha.gov.in/>) which will indicate the number of passenger, vehicle details and destination. The module will be accessed by the District Administration for the purpose of advance preparation.
11. The passengers will be stamped with indelible ink, on the right inner forearm, indicating the entry date, by the staff of the BCP.
12. District Administration/ Municipal Corporation may arrange appropriate food packets for the returnees.

  
21/5/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

Memo No. **2424/R&DM(DM)**

Date: **02-05-2020**

Copy forwarded to the Private Secretary to Hon'ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture Production Commissioner for kind information.

  
21/5/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

Memo No. **2425/R&DM(DM)**

Date: **02-05-2020**

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ Director General of Police/ Transport Commissioner/ Shri Amitabh Thakur, IPS, Special Secretary, Home Dept./ All Revenue Divisional Commissioners for kind information and necessary action.

  
21/5/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Annexure: List of Border Check Points (BCPs) for movement of stranded people into Odisha**

1. Biramitrapur, Sundergarh
2. Champua, Keonjhar
3. Chandili, Koraput
4. Girisola, Ganjam
5. Jamsola, Mayurbhanj
6. Kanktora, Jharsuguda
7. Kerada, Rayagada
8. Khariar Road, Nuapada
9. Laxman Nath, Balasore
10. Luharchati, Bargarh
11. Motu, Malkanagiri
12. Sunki, Koraput

**National Directives for COVID-19 Management**

**PUBLIC PLACES**

1. Wearing of face cover is compulsory in all public places.
2. All persons in charge of public places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization/ manager of public place shall allow gathering of 5 or more persons.
4. Marriages related gatherings shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
5. Funeral/ last rites related gatherings shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
6. Spitting in public places shall be punishable with fine, as may be prescribed by the State/ UT local authority.
7. Consumption of liquor, paan, gutka, tobacco etc. in public places is not allowed.
8. Shops selling liquor, paan, gutka, tobacco etc. will ensure minimum six feet distance (2 gazki doors) from each other, and also ensure that not more than 5 persons are present at one time at the shop.

**WORK PLACES**

9. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
10. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
11. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
12. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of hand wash and sanitizer shall be made available in the work places.
13. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
14. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
15. Use of ArogyaSetu app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
16. Large physical meetings to be avoided.
17. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.
18. Arrangements for transport facilities shall be ensured with social distancing, wherever personal/ public transport is not feasible.
19. Intensive communication and training on good hygiene practices shall be taken up.

## **Offences and Penalties for Violation of Lockdown Measures**

### **A. Section 51 to 60 of the Disaster Management Act, 2005**

**51. Punishment for obstruction, etc.**—Whoever, without reasonable cause

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act, shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

**52. Punishment for false claim.**—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

**53. Punishment for misappropriation of money or materials, etc.**—

Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

**54. Punishment for false warning.**—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

**55. Offences by Departments of the Government.** (1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the

Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

**56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.**—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

**57. Penalty for contravention of any order regarding requisitioning.**

If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

**58. Offence by companies.**—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

- i) "company" means anybody corporate and includes a firm or other association of individuals; and
- ii) "director", in relation to a firm, means a partner in the firm.

**59. Previous sanction for prosecution.**No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

**60. Cognizance of offences.**—No court shall take cognizance of an offence under this Act except on a complaint made by-

- a. the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other

- authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- b. any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

**B. Section 188 in the Indian Penal Code, 1860**

188. Disobedience to order duly promulgated by public servant.- Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

**Illustration**

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.