

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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No.A.11019/1/2020/DPAR/SS-I(2)

Puducherry, dt: 17/07/2020

C I R C U L A R

Sub: Public Services – Nomination of Nodal Officer for each line Department – Regarding..

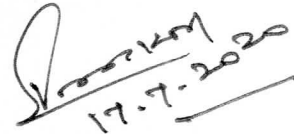
Ref: Letter No.1968/DES/COVID-19/Docu/572 dated 10.07.2020 of the Directorate of Economics & Statistics, Puducherry.

-ooOoo-

A copy of the letter received from the Director of Economics & Statistics, Puducherry which is self explanatory, is enclosed herewith.

2. As requested therein, each Head of Department shall nominate a Nodal Officer not below the rank of Head of Office and provide the details of Nodal Officers to the Dte. of Economics & Statistics, Puducherry with intimation to this Department, immediately.

// By Order //


17.7.2020

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

.All the Heads of Departments.

Copy for follow-up to:

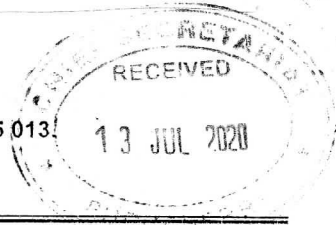
The Director of Economics & Statistics,
Puducherry.

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MOST URGENT



GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ECONOMICS AND STATISTICS
 Revenue Complex, 505, Kamaraj Salai, Saram, Puducherry – 605 013.
 Tele: +91-413-2248685, 2248816 Fax: +91-413-2246709
 Website: <http://statistics.py.gov.in> E-mail: eands.pon@nic.in



No.1968/DES/COVID-19/Docu/572

Puducherry, dated the 10-07-2020. *SSP*

To

✓ The Under Secretary to Govt.(DP&AR),
 Department of Personnel and
 Administrative Reforms,
 Chief Secretariat,
 Puducherry-605 001.

Sir/Madam,

Sub : DES – COVID-19 – Documentation of the collective
 responsive of UT of Puducherry to COVID-19 – Nomination of
 Nodal Officer – Supply of information - Requested - Reg.

Ref: Order No.6673/DRDM/DM2020, dt.26.06.2020 of the District
 Collector, Department of Revenue and Disaster Management,
 Puducherry (copy enclosed).

You may be aware that COVID-19 is the infectious disease caused by the most recently discovered coronavirus. Government of India and State Governments are taking necessary steps to ensure that we are prepared well to face the challenge and threat posed by the growing pandemic of COVID-19 the Corona Virus. The Principle Secretary to Hon'ble Prime Minister, Prime Minister's Office, Government of India has requested all the state governments for documentation of the collective response to manage the impact of COVID-19 and has also requested to identify a Focal Institution to co-ordinate the documentation of response to COVID-19.

2. Accordingly, the Directorate of Economics and Statistics is declared as the Focal Institution for documentation purpose. Further, this Directorate has formed a team of officer/officials to carryout the documentation in a comprehensive manner covering the entire processes of the unprecedented collective response undertaken by various departments of this Administration to manage the impact of COVID-19.

3. As per the directions of the Prime Minister's Office D.O. Letter, the following points may be taken into account while undertaking the documentation:

1. Various response actions may be mapped against a timeline starting in the last week of January; how ideas and actions emerged as the pandemic spread globally and within India, including any case studies referenced.
2. Both public health (surveillance, testing, treatment etc.) and other interventions (physical distancing, contact tracing, quarantine etc.) should be covered.
3. The documentation should be as detailed and granular as possible and aim to capture actions taken up to the lowest administration level, as feasible.
4. The responses of civil society organizations as well as the private sector should also be covered.
5. The documentation should capture a wide range of materials – government orders, analytical documents, central and state government advisories, research papers, audio-visual communication material etc. These must be tagged and stored systematically.

4. At the National level, the National Disaster Management Authority, Ministry of Home Affairs, Government of India has been tasked to anchor this effort. Further, the NDMA circulated a draft template for documentation of actions and interventions in response to COVID-19 pandemic undertaken by various state governments. The template for this documentation has been finalized after incorporating suggestions/ communications received so far.

5. The NDMA, Government of India has requested the state governments may record their response actions in this template for documentation as given below:

- a) Record response actions undertaken by all departments, parastatal agencies and autonomous bodies under the administrative control of the State Government.

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- b) The documentation must capture a wide range of materials
1. Government orders
 2. Analytical documents
 3. Advisories issued by state government departments
 4. Research papers
 5. Audio-visual communication material
 6. Study reports
 7. Minutes of meetings
 8. Posters on the measures
 9. Social media activities (including WhatsApp groups)

to propagate awareness and for effective implementation action plans etc. These must be tagged and stored systematically in soft copies.

c) Various response actions of the Department /Agency should be mapped against a timeline starting in the last week of January, 2020.

d) Documentation should be detailed and granular as possible and aim to capture actions taken up to the lowest administrative level.

e) The responses of civil society organizations as well as the private sector involved with respective department/agency/body should also be covered.

f) For the present each supporting file may be compiled in respective department folders and may be named in the following format

State Department Name (Short from)_ Title of Response Action_DDMMYY.pdf

(please note the dates mentioned in the timeline provided should be used for naming the supporting document)

Phase/Period	Date	Specific Response Action taken	List of Supporting Documents *	Category #	Key words
Phase-1 (26 January to 29 February 2020)					
Phase-2 (1 March to 22 March 2020)					
Phase-3 Lockdown-1 (23 March to 14 April 2020)					
Phase-4 Lockdown-2 (15 April to 3 May 2020)					
Phase-5 Lockdown-3 (4 May to 17 May 2020)					
Phase-6 Unlock 1.0 (18 May to 31 May 2020)					
Phase-7 Unlock 2.0 (01 June to 22 June 2020)					
Phase-8 Unlock 3.0 (23 June to till date)					

6. The NDMA is also proposed for creating an online portal and hiring a knowledge management agency in collaboration with NIC regarding COVID-19.

7. Accordingly, it is requested to nominate a Nodal Officer for each line department for documentation work and provide full details of the Nodal Officer viz. Mobile No., Email address etc. for collection of particulars like data / statistics / orders / information, recording of important events / activities etc. involved in COVID-19 from the start of the lockdown period, as required for the documentation. Action may please be initiated to document the activities as cited above, and all the particulars pertaining to the department (region wise) (hard copy) may kindly be provided to this Directorate and soft copies through email : spsodes.py@gov.in on or before 17.07.2020.

Yours faithfully,


(Dr. R. RAMAKRISHNAN)
DIRECTOR

Encl.: As above.