



COVID-19 URGENT

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, JHARSUGUDA

OFFICE ORDER

No. 11418 /Emg.

Dated : 3rd Aug. 2020

Whereas the Ministry of Home Affairs in Govt. of India vide Order No. 40-3/2020-DM-I(A)/ Dated 29th July 2020 has extended the lockdown in Containment Zones until the midnight of 31.08.2020 and decided to reopen more activities during Unlock-3 period outside the areas of Containment Zones.

Whereas in pursuance thereof the Govt. of Odisha on assessment of the situation in the context of the State have promulgated the required guidelines vide Order No.4582/R&DM(DM) Dt. 31.07.2020 to be in force in the state until the midnight of 31.08.2020.

Whereas the District Disaster Management Authorities have the competence to take appropriate decision under the Disaster Management Act 2005 basing upon the district specificity.

Whereas para-12 of the orders of the State allows the District Collectors/ Municipal Commissioners to impose area-specific reasonable restrictions on activities outside the Containment Zones or such regulations as deemed necessary for containing the spread of COVID-19.

Now therefore in exercise of the authority conferred, the District Disaster Management Authority do hereby promulgate the following guidelines to apply to the district of Jharsuguda until the midnight of 31.08.2020 save eventual revisions which may be occasioned later.

1. This order will replace the order of this office Order No.11287/Emg. Dt.31.7.2020 and come to effect immediately.
2. This order will be treated supplemental to the Order of the State (enclosed) that allowed variations, in so far it relates to the Revenue jurisdiction of Jharsuguda district.
3. The COVID management strategy as delineated in the State Govt.'s Order No. 4582/R&DM(DM) Dt. 31.07.2020 at para-2 will have scrupulous adherence in the district.

4. The norms of lockdown as mentioned in the order of the State at para-3 will be observed without any deviation with the following additionalities.

Along with intensive contact tracing in the Containment Zones, there will be as far as practicable extensive swab testing in the demarcated zones in either of the following modes - RT-PCR, Rapid Antigen & True-Nat. Persons called upon for testing are to comply with mandatorily. Unnecessary movement in the Containment Zones will invite imposition of fine at the rate of double the ordinary fine amount as prescribed. Further breaches in COVID norms in the form of huddling, togetherness outside the house and criss-cross movement will invite measures like detention as per law.

5. Regulated stipulation in the State Orders with regard to activities in areas outside the Containment Zones will apply mutatis-mutandis.
6. **Night Curfew** - The regulations will be in conformity with the State's Order with the following addendum.

All Shop Establishments except that of Pharmaceuticals' and Drugs, Petrol Pumps, CNG & Filling Stations, Dhabas along with the National & State Highways (for take away only) will remain open only up to 7.00 PM.

7. **Shutdown** - The weekend shutdown for two days i.e. for Saturday and Sunday will continue up to 16th August 2020 save the regulated observance of Independence Day on 15th August falling on Saturday for which there will be a subsequent singular order.

As regards the status beyond 16th August 2020 there will be on time appropriate decision having kept unfolding situation in the setting.

The permissible activities in the period of lockdown are as detailed in the order of the State.

- a) **Economy & Livelihood** - Exemption of activities relating to Economy & Livelihood from restriction will be in the complete cast of the orders of the State.
- b) **Functioning of Offices** - The functioning of Govt. Offices, Banks, Financial Institutions and other Private Offices will be as per the enabling instructions of the respective Controlling Department/Heads of Establishments. However the Private Organizations will adopt more and more the practices of **Working from Home**.

- c) Adherence to SOP at office is the responsibility of the Heads of such Establishments and deviation will make them personally liable. Relevant details of functioning of office will be as per the guidelines of the order of Govt. of Odisha.
- d) In pursuance of Govt. in G.A. & P.G. Department's Order No.2087/GA&PG Dt.22.07.2020, visitors except the office staff, persons allowed and authorized by respective heads of offices are not allowed to Govt. Offices. The grievance redressal mechanism, particularly at the Collectorate is being strengthened to fill up the gap of not many people being allowed direct interface with the officers.
8. **Quarantine Policy** - The existing quarantine policy will continue until there is a notification to this effect by the Govt. in Health & Family Welfare Department, Odisha following the order of the State under discussion.

The exemption will be as per the State's Orders. **However the District will take appropriate decision with regard to places of origin, for the incomers including the hotspots of the States. There will be customized decision to this effect from time to time in the context of developing situation. At the moment Quarantine will be mandatory for the people coming from all outside States and districts having registered 10% and above cases of COVID positive with reference to the number of tests conducted in the last seven days i.e. Rayagada, Gajapati, Ganjam, Khurda, Kandhamal, Koraput and Malkangiri. Besides, this will also apply to Panposh Sub-Division of Sundargarh district.**

9. **General Directives** - As detailed in the order of the State.
10. **Movement of Persons & Goods** - As enunciated in the Orders of the State Govt.
11. **Safety & Protection of vulnerable persons** - Vulnerability is as mapped in the order of the State. **The detected unnecessary movement of children and people of forbidden age and condition in company, may invite fining of the companion, if the same is not for medical purpose.**
12. **Industrial & Mining Establishments** - The Industries will take adequate measures towards retaining 75% of their staff on the campus.

Discipline of social distancing and sanitization will be adhered to on the premises of Industries and Mining Establishments.

On the weekend days of shutdown they will dispense with the activities directly not related to production and try to retain all the staff both of their roll and that of contractors' in-situ. In case of compulsion for travel of their staff and officers from outside, the Companies will have to arrange transport preferably buses, identify the locations where such vehicles will stop for boarding and de-boarding and notify in advance to the District Administration and Police. Distancing is to be observed in seat occupancy. Further M/s. Vedanta Ltd., M/s. TRKROSAKI Ltd., M/s. SMC Power Generation Ltd., M.C.L., and M/s. Ultra Tech Cement Ltd. will put up the facilities of COVID Care Centres.

Instances of violation by industrial houses and mining companies both ON and OFF campus shall be considered as offence and the persons in-charge of the unit to conduct business of the company shall be deemed to be guilty of the contravention and liable to be prosecuted U/s.58 of the Disaster Management Act-2005.

13. Penal Provisions - Any person / organization violating the measures stipulated in the Order No.4852/R&DM(DM), Dated 31.07.2020 of Spl. Relief Commissioner, a copy of which along with the Annexure is attached, to be read in conjunction with the stipulations of reinforcement prescribed in this order will be liable to be proceeded against in accordance with the provisions of Sec.51 to 60 of the Disaster Management Act 2005, besides facing action U/s. 188 of the IPC and other legal provisions as applicable.

Encl : As above.

Memo No. 11419/Emg.

Dated : 3/8/2020

Done
COLLECTOR, JHARSUGUDA

Copy forwarded to the Superintendent of Police, Jharsuguda for information and necessary action. He is requested to please see that the regulations are implemented across the district. Accordingly instruction may be given down to the bottom.

Memo No. 11420/Emg.

Dated : 3/8/2020

Done
COLLECTOR, JHARSUGUDA

Copy submitted to the Revenue Divisional Commissioner, (Northern Division)/ DIG of Police, Northern Range, Sambalpur for kind information.

Done
COLLECTOR, JHARSUGUDA

Memo No. 11421/Emg.Dated : 3/8/2020

Copy to the Sub-Collector & SDM, Jharsuguda for information and necessary compliance.

Memo No. 11422/Emg.Dated : 3/8/2020

Copy to all Executive Magistrates for information and necessary action.

Memo No. 11423/Emg.Dated : 3/8/2020

Copy to the DI&PRO / DIO, NIC, Jharsuguda for publicity.

COLLECTOR, JHARSUGUDA



Government of Odisha
Office of Special Relief Commissioner

No. **4582/R&DM(DM)**,
RDM-RLF-MISC-0034-2020

Dt. **31-07-2020**

ORDER

Whereas, in pursuance of the directions issued by the National Executive Committee, Government of India under the Disaster Management Act, 2005, the Government Odisha, vide Revenue & Disaster Management (Disaster Management) Department Notification No.3856/R&DM(DM) dated 30.06.2020, had issued guidelines with stipulations mentioned therein to be followed in the State of Odisha until midnight of 31.07.2020;

And Whereas, in pursuance of the directions of the National Disaster Management Authority (NDMA), the National Executive Committee, in exercise of the powers conferred under Section 10(2)(1) of the Disaster Management Act, 2005, has issued revised guidelines vide Ministry of Home Affairs, Government of India order No.40-3/2020-DM-I(A) dated 29.07.2020 to extend the lockdown in Containment Zones up to 31.08.2020, and to re-open more activities in areas outside Containment Zones;

Now, therefore, in pursuance of the said order, the State Government, on assessment of the situation, do hereby promulgate the following guidelines in the State of Odisha until midnight of 31.08.2020:

- 1. This order will come into force with effect from 01.08.2020.**
- 2. State COVID Management Strategy**

The State COVID Management strategy is based on:

- a) De-centralised management: Empowered COVID Management Committee in urban and rural areas, headed by the Ward Members/ Ward Officers for extensive surveillance and monitoring for containing the spread of the disease
- b) Testing in accordance with ICMR guidelines
- c) Concurrent SARI/ ILI survey by H&FW Dept., Govt. of Odisha
- d) Management of COVID Care Homes at Gram Panchayat (GP)/ Ward level as holding areas for isolation and testing of symptomatic persons
- e) Continuance of Temporary Medical Camps (TMCs) for a cluster of GPs for quarantining
- f) Management of COVID Care Centres (CCC) in Govt., Corporate and

Private sectors for isolation of mild and asymptomatic cases

- g) Management of dedicated COVID Health Centres (CHC) and COVID Hospitals in Govt. and private sectors, as well as under Public Private Partnership (PPP) mode for treatment of moderate to severe cases
- h) Home isolation for mild and asymptomatic cases, wherever feasible
- i) Strict monitoring of persons in home isolation by Local Authorities
- j) Strict enforcement of social distancing, mask wearing and spitting regulations in all public places
- k) Strict adherence of COVID SOP by all health facilities
- l) COVID Audit of Government and Private offices and obligation of the head of the office under Disaster Management Act, 2005 for enforcing physical distancing and mask wearing

3. Lockdown guidelines:

Lockdown will be limited to Containment Zones

- i. Local Authorities i.e., District Collector/ Municipal Commissioner shall demarcate containment zones in accordance with the guidelines of MoHFW, Government of India/ H&FW Department, Government of Odisha. The containment zones will be notified by the respective District Collectors/ Municipal Commissioners and information will be shared with MoHFW. The notification shall be widely disseminated including on website.
- ii. In the Containment Zones, only essential activities shall be allowed. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services. There shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required. Guidelines of MoHFW / H&FW Department, Government of Odisha shall be taken into consideration for the above purpose.
- iii. Local Authorities may also identify Buffer Zones outside the Containment Zones, where new cases are more likely to occur. Within the buffer zones, restrictions as considered necessary may be put in place by the Local authorities.

4. Regulation of activities in areas outside the Containment Zones

The following establishments/ activities will continue to remain closed till 31st August, 2020, throughout the State:

- (i) Religious places/ places of worship for public
- (ii) International air travel of passengers, except as permitted by MHA
- (iii) Cinema halls, swimming pools, entertainment complexes, theatres, auditoriums, assembly halls and similar places
- (iv) Social/ political/ sports/ entertainment/ academic/ cultural/ religious functions and other large congregations
- (v) Schools, colleges, other educational/ training/ coaching institutions, anganwadis, etc. will remain closed for the purpose of teaching till 31st August, 2020. However, conduct of examinations, evaluation and

other administrative activities shall be allowed.

- (vi) Yoga institutes/ centres and gymnasiums will be allowed to function from 5th August, 2020 subject to SOP to be issued by MoHFW, GOI.

Subject to other provisions in this order, activities that are not specifically prohibited/ regulated/ restricted above are allowed subject to adherence to safety and health protocols and SOPs/ guidelines issued by appropriate authorities.

5. NightCurfew

All shops, commercial establishments, offices, institutions and movement of individuals shall remain closed/ prohibited between **09.00 PM to 05.00 AM throughout the State**, except for essential activities. District Collectors, and Police Commissioner, Bhubaneswar-Cuttack shall issue orders for their respective jurisdictions, under appropriate provisions of law, such as under Section 144 of CrPC, and ensure strict compliance. This restriction shall not apply to:

- District and Municipal Administration/ Police/ Government Officials on duty
- Doctors, Medical/ Paramedical Staff (Govt. & Private), ambulances and emergency health staff
- Emergency workers of Utilities such as Electricity, Telecom, Water Supply, Railways and Airport
- Staff of IT & ITeS Companies on production their ID cards
- Any person, in case of medical or other emergency
- Owner/ staff of chemist shops
- All industrial units
- All construction activities
- Movement of public transport, private vehicles and taxis (including cabs by aggregators like Ola, Uber, etc.) to and from airports, railway station and bus terminals/ stands/ stops, for facilitating movement of passengers by air, rail and road
- Operation of hotels and hospitality units, including their associated offices, movement of staff and associated personnel
- Dhabas along National and State Highways/ Major roads for takeaway only
- Petrol pumps and CNG Stations
- Print and Electronic Media identified by Commissionerate/ District Police

6. Weekend Shutdown

In the interest of public health and containment of spread of Covid-19 in the State, shutdown shall be imposed in the jurisdiction of specified districts and Urban Local Bodies based on risk assessment of the Department of Health & FW. Presently, these include **Ganjam, Khordha, Gajapati & Cuttack districts and Rourkela Municipal Corporation.**

(Weekend shutdown shall be implemented on all Saturdays and Sundays in

the month of August, 2020 i.e., on 1st – 2nd, 8th – 9th, 15th – 16th, 22nd – 23rd and 29th - 30th of August, 2020. However, for the weekend i.e., 1st and 2nd August the restrictions as envisaged will be applicable between 1PM to 9PM on both the days.)

During **shutdown**, all activities shall be closed except the following:

- All medical establishments including hospitals, clinics, nursing homes, medicine stores, movement of ambulance and all medical personnel
- District and Municipal Administration/ Police/ Fire Services
- Central & State Government officials on emergency duty
- Telecom services
- Petrol pumps and CNG Stations
- LPG distribution, home delivery of cooking gas and associated facilities, personnel and vehicular movement
- Print and Electronic Media identified by Commissionerate/District Police
- Water Supply, sanitation and sewerage workers
- Electricity supply and distribution
- Movement of goods and good carriers, whether loaded or unloaded
- Industrial establishments, factories and construction activities
- Agriculture, Horticulture, Fisheries, Animal Husbandry, Veterinary Services and allied activities, including procurement at Mandis
- Service sector industries, including IT/ ITeS, Hotel & Hospitality units. Operation of hotels and hospitality units, including their associated offices, movement of staff and associated personnel
- Movement of rail and air transport
- Road transport on highways, road movement of transiting vehicles
- Movement of Public Transport, private vehicles and taxis (including cabs by aggregators like Ola, Uber, etc.) to and from airports, railway station and bus terminals/ stands/ stops, for facilitating movement of passengers by air, rail and road
- Marriages and Funerals, with permission of local authority
- ATMs and critical financial institutions like RBI, Clearing Houses
- Operations of Airports, Railway Stations, Bus Terminals and their associated offices, movement of associated personnel and activities
- Home Delivery of food, groceries, vegetables and essential items by restaurants and aggregators such as Zomato, Swiggy, etc.
- Dhabas along National and State Highways/ Major roads for takeaway only
- Milk booths
- Food & Grocery stores such as Reliance Fresh, Big Bazaar, Chilika Fresh and others for home delivery only
- Newspaper hawkers between 5 am and 8 am only

7. Economy & Livelihood

Subject to the clauses 5 and 6, there shall be no restriction on activities and movement of goods and personnel related to economic and livelihood activities, including shops and establishments, dealing with Agriculture, Horticulture, Fisheries, Animal Husbandry, Dairy and allied activities, Mining & Industries, Construction work, Service Sector units, etc.

8. Functioning of Offices

- a. **Govt. Offices:** Govt. offices shall function with reduced manpower, in accordance with the notification issued by GA&PG Department, Govt. of Odisha.
- b. **Banks and FIs:** Banks and Financial Institutions shall function with reduced manpower, in accordance with the notification issued by Finance Department, Govt. of Odisha.
- c. **Private Offices:** Private offices shall operate with reduced manpower and as far as feasible, adopt Work from Home (WfH) practice.
- d. **Obligation of Heads of Offices:** All offices, Government and Private, must ensure adherence to the SOP on preventive measures to contain spread of COVID-19 in offices issued by Department of H&FW, Government of Odisha dated 30th June 2020 (**Annexure-I**). Non-adherence to these guidelines will invite action under appropriate provisions of Disaster Management Act, 2005.
- e. Staggering of work/ business hours will be followed in offices, work places, shops, markets and industrial & commercial establishments.
- f. Screening & hygiene: Provision for thermal screening, hand wash and sanitizer will be made at all entry and exit points and common areas.
- g. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles, etc., will be ensured, including between shifts.
- h. Physical distancing: All persons in charge of workplaces will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

9. Quarantine Policy

- a. The quarantine period and the SOP thereof, for travelers to the State from areas with large outbreaks of COVID-19, will be notified by the Department of Health & Family Welfare, Govt. of Odisha and shall be implemented by local authorities i.e., District Collectors/ Municipal Commissioners.
- b. The following categories of travelers shall be exempt from quarantine in the State, upon arrival in Odisha:
 - i. Govt. officials, Professionals, businessmen or any other person travelling to Odisha on work and intending to exit the State by rail, road or air within 72 hours.
 - ii. Govt. officials, Professionals, businessmen or any other person who have travelled from Odisha on work and are returning to the State within

72 hours of departure from Odisha

10. General Directives for COVID-19 Management

The following General Directives for COVID-19 Management shall be strictly followed throughout the State:

- a. Face coverings/ Masks: Wearing of face cover/ mask properly is compulsory in public places; in workplaces; and in public transport(**Annexure-II**).
- b. Social distancing: Individuals must maintain a minimum distance of 6 feet in public places.
- c. Shops and Commercial Establishments/ Institutions will ensure physical distancing and use of face cover/ mask by employees and customers. The onus of compliance to the guidelines on wearing of face cover/ mask, social distancing, etc. lies with the owner of the shop/ commercial establishment, who shall be liable for any violation which may lead to imposition of fines and other penal actions including closure/ sealing of the premises by the Local Authority.
- d. Salons, Spas, Beauty Parlours and Barber shops shall ensure all safety precautions, disinfection and sanitization before and after service of each customer. The onus of compliance to the guideline lies with the owner, who shall be liable for any violation which may lead to penal action including closure/ sealing of the premises.
- e. Large Public gatherings/ congregations are prohibited.
- f. Marriage related gatherings shall not exceed 50 persons. Funeral/ last rites related gatherings shall not exceed 20 persons. (**Annexure-III**)
- g. Spitting in public places will be punishable with fine, as prescribed in accordance with laws, rules or regulations(**Annexure-IV& V**).
- h. Consumption of liquor, paan, gutka, tobacco, etc. in public places is prohibited.

11. Movement of persons and goods

- a. There shall be no restriction on inter-State and intra-state movement of goods and private vehicles. **No permission/ approval/ e-permit/ passes will be required for such movements.**
- b. Inter-State and Intra-State movement of Passenger Buses will be regulated by Transport Commissioner.
- c. Movement by passenger trains and Shramik special trains(**Annexure-VI**); domestic passenger air travel; movement of Indian Nationals stranded outside the country and of specified persons to travel abroad(**Annexure-VII**); evacuation of foreign nationals; and sign-on and sign-off of Indian seafarers (**Annexure-VIII**) will continue to be regulated as per SOPs issued by Govt. of India.
- d. Movement of any type of goods/ cargo for cross land-border trade under

Treaties with neighbouring countries shall not be stopped.

12. Based on their assessment of the situation, District Collectors/ Municipal Commissioners may impose area-specific reasonable restrictions on activities outside the Containment zones or impose such restrictions as deemed necessary for containing the spread of COVID-19.

13. Safety and Protection of vulnerable persons

The following categories of people are advised against outdoor movement, except for essential and health purposes till 31st August, 2020.

- a. Persons above 65 years of age
- b. persons with co-morbidities
- c. pregnant women
- d. children below the age of 10 years

14. Use of Aarogya Setu

- (i) *Aarogya Setu* enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.
- (ii) With a view to ensuring safety in offices and workplaces, employers on best effort basis should ensure that *Aarogya Setu* is installed by all employees having compatible mobile phones.
- (iii) District authorities may advise individuals to install the *Aarogya Setu* application on compatible mobile phones and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

15. Strict enforcement of the guidelines

- (i) These guidelines issued under the Disaster Management Act, 2005, shall not be diluted in any manner.
- (ii) All the District Magistrates/ Municipal Commissioners/ Commissioner of Police, Bhubaneswar-Cuttack shall strictly enforce the above measures.

16. Penal provisions

Any person violating these measures will be liable to be proceeded against in accordance with the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure-IX**.

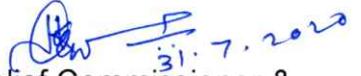
By order of the Governor



Chief Secretary, Odisha

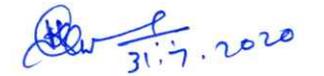
Memo No.4583/R&DM(DM) Date:31.07.2020

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)

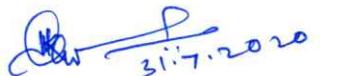
Memo No.4584/R&DM(DM) Date:31.07.2020

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.4585/R&DM(DM) Date:31.07.2020

Copy forwarded to the 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)

**GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT**

NOTIFICATION

No. HFW-SCH-I-EMER-0001-2020

15375

/H, Date.

30-06-2020

Sub: Guidelines on preventive measures to contain spread of COVID-19 in workplace settings.

1. Background

Offices and other workplaces are relatively closed setting, with shared spaces like (corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc.) and thus COVID-19 infection can spread relatively fast among officials, staffs and visitors.

Thus, there is a need to prevent infection in workplace settings and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in workplace settings. The document is divided into the following sub-sections:

- i. basic preventive measures to be followed at all times
- ii. measures specific to offices
- iii. measures to be taken on occurrence of case(s)
- iv. disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

3. Basic preventive measures

The basic preventive measures includes simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Physical distancing of at least six feet (2 yards) to be followed at all times.
- ii. Use of face covers/masks to be mandatory.
- iii. Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.

4. Preventive measures for offices:

Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from 104 helpline. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities.

Any staff requesting home quarantine based on the containment zone activities in their residential areas should be permitted to work from home.

Government of Odisha guidelines with respect to organizing meetings, coordinating visitors shall be scrupulously followed.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

When one or few person(s) who share a room/ close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- 5.1 Place the ill person in a room or area where they are isolated from others at the work place. Provide a mask/ face cover till such time he/she is examined by a doctor.
- 5.2. 104 Helpline to be immediately informed.
- 5.3. Existing guidelines and procedures of Department of Health & Family Welfare, Govt. of Odisha shall be followed.

6. Closure of workplace

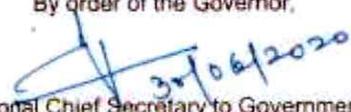
If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. **There is no need to close the entire office building/halt work in other areas of the office** and work can be resumed after disinfection as per laid down protocol (see para 7).

However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected.

7. Disinfection Procedures in Offices

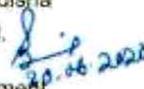
Detailed guidelines on the disinfection procedures in offices have already been issued by the MOHFW and are available on: <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

By order of the Governor,


Additional Chief Secretary to Government

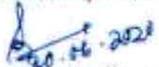
Memo No. 15376 /H, Date. 30-06-2020

Copy forwarded to the Gazette Cell, Loka seva Bhavan, C/o. Commerce Department, Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 50 (fifty) copies of the same to this Department for record.

 30.06.2020
Joint Secretary to Government.

Memo No. 15377 /H, Date. 30-06-2020

Copy forwarded to All Departments/ All HoDs / DG (Police), Cuttack / Member, Board of Revenue / All RDCs / All Collectors / Commissioner of Police, Bhubaneswar-Cuttack / All Superintendents of Police / All CDM&PHOs / All Superintendents of Govt. MC&Hs / All Municipal Commissioners of Municipal Corporations for information and necessary action.

 30.06.2020
Joint Secretary to Government.

Memo No. 15378 /H, Date. 30-06-2020

Copy forwarded to all Directors under Health & Family Welfare Deptt./ MD, NHM, Odisha, Bhubaneswar / MD, OSMCL, Bhubaneswar / PD, OSCAS, Bhubaneswar for information and necessary action.

 30.06.2020
Joint Secretary to Government.

Memo No. 15379 /H, Date. 30-06-2020

Copy forwarded to the PS to Chief Minister, Odisha / P.S to Minister, Health & FW, Odisha / P.S to Chief Secretary, Odisha / P.S to ACS to Govt., Health & FW Department for kind information of Hon'ble Chief Minister / Minister, Health & FW / Chief Secretary / ACS, Health & FW Department respectively.

 30.06.2020
Joint Secretary to Government.



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

No. HFW-SCH-I-EMER-0001-2020 9 6 9 5 H, Date.09.04.2020

In exercise of the powers conferred by sections 2 and 3 of the Epidemic Diseases Act, 1897 (3 of 1897), the State Government do hereby make the following regulations to amend the Odisha COVID-19 Regulations, 2020 issued under the notification of the Government of Odisha in the Health and Family Welfare Department No. HFW-SCH-I-EMER-0001-2020 9570/H dated the 3rd April, 2020, namely:-

1. These regulations may be called The Odisha COVID-19 (Amendment) Regulations, 2020.
2. In the Odisha COVID-19 Regulations, 2020 (hereinafter referred to as the said Regulations), after regulation 4, the following regulation shall be inserted, namely:-

"4 – A. Use of Mask:

- (a) All persons shall cover their mouth and nose with any available form of mask while coming out of house for any purpose. A handkerchief or any other piece of cloth in at least two layers can also be used for the purpose.
- (b) All officers not below Extension Officers of the Block or all officers not below Additional Tahsildars or all police officers not below Assistant Sub-Inspector of Police or all officers of Urban Local Bodies not below the Ward Officer are authorized to ensure prevention of crowding and also ensure use of any form of masks or clothes such as handkerchiefs, bandanas, gamuchha, dupatta or the like by the people, while coming out of their house.
- (c) Disposable or single use masks shall be properly disposed of by following due procedure prescribed by the Health & Family Welfare Department, from time to time. Cloth masks should be cleaned with soap or detergent or disinfectant and water and those shall be sun dried for at least 5 hours after every single use.

- (d) Masks used by one person shall not be used by any other person.
- (e) The use of mask by all persons shall be mandatory with effect from 7 am of 9th April, 2020.
3. In the said Regulations, in regulation 8 (i) for the words and brackets "the section 188 of the Indian Penal Code (48 Of 1860)", the words and brackets "section 3 of the Epidemic Diseases Act, 1897 as amended by the Epidemic Diseases (Amendment) Ordinance, 2020" shall be substituted.
4. In the said Regulations, after regulation 8, the following regulation shall be inserted, namely:-
- "8 – A. Procurement: To meet the urgency during the outbreak of the epidemic disease, the State Government may procure goods, services and equipments necessary for prevention and control of the epidemic disease dispensing with the rules, regulations, orders or notifications in force regulating such procurement."
5. In the said Regulations, in regulation 10(penalty), for the words and brackets "punishable under section 188 of Indian Penal Code (45 of 1860)", the words and brackets "punishable under section 3 of the Epidemic Diseases Act, 1897, as amended by the Epidemic Diseases (Amendment) Ordinance, 2020" shall be substituted.
6. In the said Regulations, after regulation 10, the following regulation shall be inserted, namely:-
- "10–A. For violation of the provisions regarding Use of Mask contained in Regulation 4 – A, all officers not below Extension Officers of the Block or all officers not below Additional Tahsildar or all police officers not below Assistant Sub-Inspector of Police or all officers of Urban Local Bodies not below the Ward Officer shall compound the offence on payment of rupees two hundred for the first, second and third offence and on payment of five hundred rupees for the subsequent offences.

By order of the Governor.

 9/4/2020

Principal Secretary to Government.



**Government of Odisha
Special Relief Commissioner**

No. 4014 / R &DM(DM) Date: 06/07/2020

From

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

To

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

Sub: Strict implementation of guidelines for marriage and funeral related functions during COVID-19 pandemic.

Madam/ Sir,

It is observed that in many districts, people are applying for conducting social activities like marriage and funeral related functions during COVID-19 pandemic. The detailed guidelines for marriage and funeral related functions during COVID-19 pandemic is enclosed herewith which may be strictly followed by the public while conducting such functions/ related activities.

Hence, you are requested to ensure the implementation of this guidelines/ instructions by the field level functionaries while allowing such functions/ related activities to public during COVID-19.

Yours faithfully,


6.7.2020

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

Memo No. 4015/R&DM(DM) Date: 06/07/2020

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


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

Memo No. 4016/R&DM Date: 06/07/2020

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 for kind information and immediate necessary action.


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

GUIDELINES FOR MARRIAGE AND FUNERAL RELATED FUNCTIONS DURING COVID-19 PANDEMIC

A. Marriage and related functions

1. Marriage and its related functions shall be held only with prior permission (in writing or through electronic communication) of the local Police Station.
2. Local Police Station will be authorised to give permission for holding marriage and its related functions subject to participation of maximum 50 (Fifty) persons.
3. **There will be no marriage procession until further orders.**
4. Total participants in the marriage function at the **marriage venue** including groom, bride, family members of groom & bride, friends, relatives, guests, priests, personnel of support services like food preparation and distribution, etc. **put together** will not exceed 50 (fifty) cumulatively.
5. Local police authorities will ensure that under no circumstances more than 50 persons participate in the marriage ceremony.
6. Other permissions, if any required, shall be obtained from the competent authority (ies) and conditions therein shall be complied with.
7. Persons with symptoms of Influenza Like Infection (ILI) and Severe Acute Respiratory Infection (SARI) shall not be allowed to the marriage venue/ function.
8. Vulnerable groups of people, such as, persons above 65 years of age, children below 10 years, persons with co-morbidities and pregnant women are advised not to attend the function.
9. At least 2 meter physical distance shall be maintained between individuals during marriage function.
10. All persons in the marriage venue shall mandatorily use face mask during the entire period of the function except during eating.
11. Chewing of gutka and paan and spitting in public is strictly prohibited. The father / guardian of the groom shall ensure adherence to this.
12. The host of the marriage will ensure elaborate arrangement for hand washing with soap and water and also ensure availability of hand sanitizers.

13. The seating and dining arrangement shall be done in such a way that at least 2 metre physical distance is maintained between individuals.

Liability for violation, if any:

1. The host and the owner/ manager of the marriage venue/ premises shall be held responsible for ensuring the guidelines and will be liable for legal action in case of any violation.
2. The participants in the marriage function will also be held responsible for violation of conditions, if any, on their part and shall be liable for legal action.

B. Funeral and related functions

1. Funeral and its related functions shall be held with prior permission (in writing or through electronic communication) of the local Police Station.
2. However, cremation can be carried out under intimation to the local police station in writing or through electronic communication. Where the cremation is to be done at a place within the area of a police station other than the police station area in which the death has occurred, intimation has to be given to both the police stations.
3. The number of persons participating in the funeral function including the family members, relatives, friends, priests, drivers & staff of vehicles and others **taken together** shall not exceed 20 (Twenty).
4. At least 2 meter physical distance shall be maintained between individuals in the funeral function.
5. The seating and dining arrangement shall be done in such a way that at least 2 metre physical distance is maintained between individuals.
6. All persons participating in the funeral function shall mandatorily use face mask during the entire period of activities except during eating/ bathing.
7. Chewing of gutka and paan and spitting in public is strictly prohibited. The host of the funeral function shall ensure adherence to this.
8. No vehicle used in the procession shall carry persons beyond its seating capacity.
9. The hosts of the funeral ceremony will ensure elaborate arrangement for hand washing with soap and water and also ensure availability of hand sanitizers.

10. It will be the responsibility of the host of the funeral function to ensure that the provisions of these guidelines are strictly followed including the ceiling on the number of persons to attend the funeral ceremony.
11. The owner/ manager of the premises of the funeral function shall also be held responsible for ensuring the guidelines in the premises and liable for legal action in case of any violation.

*** **



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

No. HFW-SCH-I-EMER-0001-2020 9836 H, Date. 16.04.2020

In exercise of the powers conferred by sections 2 and 3 of the Epidemic Diseases Act, 1897 (3 of 1897) the State Government do hereby make the following Regulations further to amend the Odisha COVID-19 Regulations, 2020 issued under Notification No.HFW-SCH-I-EMER-0001-2020/9570/H dated 3rd April, 2020 of the Government of Odisha in Health & Family Welfare Department as amended vide Notification No.9695/H, dtd.09.04.2020 of the Government of Odisha in Health & Family Welfare Department namely :-

1. (a) These regulations may be called The Odisha COVID-19 (Second Amendment) Regulations, 2020.

(b) These regulations shall come into force with immediate effect.
2. In the Odisha COVID-19 Regulations, 2020 (hereinafter referred to as the said Regulations), after regulation 4-A, the following regulation shall be inserted, namely :-

"4-B. Prohibition of spitting in any form in public places.

General public is refrained from spitting in any form in public places or institutions".
3. In the said Regulations in regulation 10-A after the words "Use of Mask contained in regulation 4-A" the words "and prohibition of spitting contained in regulation 4-B" shall be inserted.

By order of the Governor,

 15/4/2020

Principal Secretary to Government

Memo No. 9837 /H, Date. 16.04.2020
Copy forwarded to the Gazette Cell, Lokaseva Bhavan, C/o. Commerce Department, Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 50 (fifty) copies of the same to this Department for record.

S.P.
15.04.2020
Joint Secretary to Government.
Memo No. 9838 /H, Date. 16.04.2020
Copy forwarded to the AG (A & E), Odisha Bhubaneswar for information and necessary action.

S.P.
15.04.2020
Joint Secretary to Government.
Memo No. 9839 /H, Date. 16.04.2020
Copy forwarded to All Departments/ All HoDs / DG&IG, Prisons / Member, Board of Revenue / All RDCs / All Collectors / Commissioner of Police, Bhubaneswar-Cuttack / All Superintendents of Police / All CDM&PHOs / All Superintendents of Govt. MC&Hs / All Municipal Commissioners of Municipal Corporations / All Sub-Collectors / All BDOs / All Tahasildars / All Executive Officers of Urban Local Bodies for information and necessary action.

S.P.
15.04.2020
Joint Secretary to Government.
Memo No. 9840 /H, Date. 16.04.2020
Copy forwarded to the President and Secretary of All Odisha Private Medical Establishments Forum (AOPMEF), Bhubaneswar with a request to communicate the guidelines to all private health institutions in the state for information and necessary action.

S.P.
15.04.2020
Joint Secretary to Government.
Memo No. 9841 /H, Date. 16.04.2020
Copy forwarded to all Directors under Health & Family Welfare Deptt./ MD, NHM, Odisha, Bhubaneswar / MD, OSMCL, Bhubaneswar / Director, Tourism, Bhubaneswar / State Surveillance Officer, O/o. DPH, Odisha for information and necessary action.

S.P.
15.04.2020
Joint Secretary to Government.
Memo No. 9842 /H, Date. 16.04.2020
Copy forwarded to all Sections of Health & Family Welfare Department for information and necessary action.

S.P.
15.04.2020
Joint Secretary to Government.
Memo No. 9843 /H, Date. 16.04.2020
Copy forwarded to the PS to Chief Minister, Odisha / P.S to Minister, Health & FW, Odisha / P.S to Chief Secretary, Odisha / P.S to Principal Secretary to Govt., Health & FW Department for kind information of Hon'ble Chief Minister / Minister, Health & FW / Chief Secretary / Principal Secretary, Health & FW Department respectively.

S.P.
15.04.2020
Joint Secretary to Government.



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

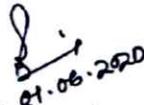
NOTIFICATION

No. HFW-SCH-I-COVID-0025-2020 12556 /H, Date. 01.06.2020

In exercise of the powers conferred by sections 2 and 3 of the Epidemic Diseases Act, 1897 (3 of 1897) the State Government do hereby make the following Regulations further to amend the Odisha COVID-19 Regulations, 2020 issued under Notification No.HFW-SCH-I-EMER-0001-2020/9570/H, dated 3rd April, 2020 of the Government of Odisha in Health & Family Welfare Department as amended vide Notification No.9695/H, dtd.09.04.2020 & Notification No.9836/H, dtd.16.04.2020 of the Government of Odisha in Health & Family Welfare Department namely :-

1. (a) These regulations may be called The Odisha COVID-19 (Third Amendment) Regulations, 2020.
(b) These regulations shall come into force with immediate effect.
2. In the said Regulations in Regulation 10-A, after the words, "**shall compound the offence on payment of**" the words, "**five hundred rupees for the first, second and on payment of one thousand rupees for the subsequent offences**" shall be inserted in place of "**two hundred rupees for the first, second and third offence and on payment of five hundred rupees for the subsequent offences**".

By order of the Governor,


01.06.2020
Joint Secretary to Government

Memo No. 12557 /H, Date. 01.06.2020

Copy forwarded to the Gazette Cell, Lokaseva Bhavan, C/o. Commerce Department, Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 50 (fifty) copies of the same to this Department for record.


01.06.2020

Joint Secretary to Government.

Memo No. 12558 /H, Date. 01.06.2020

Copy forwarded to the AG (A & E), Odisha Bhubaneswar for information and necessary action.


01.06.2020

Joint Secretary to Government.

Memo No. 12559 /H, Date. 01.06.2020

Copy forwarded to All Departments/ All HoDs / DG (Police), Cuttack / Member, Board of Revenue / All RDCs / All Collectors / Commissioner of Police, Bhubaneswar-Cuttack / All Superintendents of Police / All CDM&PHOs / All Superintendents of Govt. MC&Hs / All Municipal Commissioners of Municipal Corporations / All Sub-Collectors / All BDOs / All Tahasildars / All Executive Officers of Urban Local Bodies for information and necessary action.


01.06.2020

Joint Secretary to Government.

Memo No. 12560 /H, Date. 01.06.2020

Copy forwarded to all Directors under Health & Family Welfare Deptt./ MD, NHM, Odisha, Bhubaneswar / MD, OSMCL, Bhubaneswar / Director, Tourism, Bhubaneswar / State Surveillance Officer, O/o. DPH, Odisha for information and necessary action.


01.06.2020

Joint Secretary to Government.

Memo No. 12561 /H, Date. 01.06.2020

Copy forwarded to all Sections of Health & Family Welfare Department for information and necessary action.


01.06.2020

Joint Secretary to Government.

Memo No. 12562 /H, Date. 01.06.2020

Copy forwarded to the PS to Chief Minister, Odisha / P.S to Minister, Health & FW, Odisha / P.S to Chief Secretary, Odisha / P.S to ACS to Govt., Health & FW Department for kind information of Hon'ble Chief Minister / Minister, Health & FW / Chief Secretary / ACS, Health & FW Department respectively.


01.06.2020

Joint Secretary to Government.

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

North Block, New Delhi-110001
Dated 19th May, 2020

ORDER

In continuation of Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I(A) dated 17th May, 2020, and in exercise of the powers conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby issue revised Standard Operating Protocol (SOP), on movement of stranded workers by trains, as **annexed**, in supersession of MHA Order of even number dated 1st May, 2020, for strict implementation by Ministries /Departments of Government of India, State/Union Territory Governments and State Union Territory Authorities.


19/05/2020
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.

Annexure

Standard Operating Protocol (SOP) for movement of stranded workers by train

Due to lockdown, migrant workers are stranded at different places. They would be allowed to move by trains as under:

- i. Movement of *Shramik* Special trains shall be permitted by Ministry of Railways (MoR), in consultation with Ministry of Home Affairs (MHA).
- ii. All States/ UTs should designate nodal authorities and make necessary arrangements for receiving and sending such stranded persons.
- iii. The train schedule including stoppages and destination shall be finalized by MoR based on the requirements of States/ UTs and shall be communicated by MoR to the States/ UTs for making suitable arrangements for sending and receiving such stranded workers.
- iv. Train schedule; protocols for entry and movement of passengers; services to be provided in coaches; and arrangements with States/ UTs for booking of tickets shall be publicized by MoR.
- v. Sending States/ UTs and MoR shall ensure that all passengers shall be compulsorily screened, and only asymptomatic passengers are allowed to board the train.
- vi. During boarding and travel, all passengers will have to observe social distancing.
- vii. On arrival at their destination, the traveling passengers will have to adhere to such health protocols as are prescribed by the destination State/ UT.

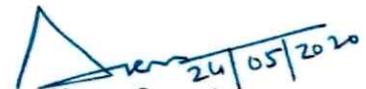

19/05/2020

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

North Block, New Delhi-110001
Dated 24th May, 2020

ORDER

In continuation of Ministry of Home Affairs' Orders No.40-3/2020-DM-I(A) dated 17th May, 2020, 19th May, 2020 and 20th May, 2020 and in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby issue Standard Operating Protocol (SOP), for ***movement of Indian Nationals stranded outside the country and of specified persons to travel abroad, as Annexed***, in supersession of MHA order of even number dated 5th May, 2020 to Ministries/ Departments of Government of India, State /Union Territory Governments and State /Union Territory Authorities with the directions for its strict implementation.


24/05/2020
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.

**Annexure to Ministry of Home Affairs' (MHA) Order No.40-3/2020-DM-I (A)
dated 24th May, 2020**

A. Standard Operating Protocol (SOP) for movement of Indian Nationals stranded outside the country

In order to contain the spread of COVID-19 pandemic, international travel of passengers has been prohibited under MHA's Orders related to lockdown measures. As per information available, many Indian Nationals who had travelled to different countries before the lockdown, on various purposes such as employment, studies/ internships, tourism, business, etc., are stranded abroad. Due to their prolonged stay abroad, they are facing distress and are desirous of returning to India urgently. Apart from the above cases, there are other Indian Nationals who need to visit India in medical emergencies or death of a family member.

2. In order to facilitate the movement of such Indian Nationals, the following SoP is hereby laid down:

- i. Such persons will register themselves with the Indian Missions in the country where they are stranded, along with necessary details as prescribed by MEA.
- ii. They will travel to India by non scheduled commercial flights as allowed by Ministry of Civil Aviation (MOCA); and ships as allowed by Department of Military Affairs (DMA)/ Ministry of Shipping (MOS). Only those crew and staff, who are tested COVID-19 negative, will be allowed to operate these flights/ ships.
- iii. Priority will be given to compelling cases in distress, including migrant workers/ labourers who have been laid off, short term visa holders faced with expiry of visas, persons with medical emergency/ pregnant women/ elderly, those required to return to India due to death of family member, and students.
- iv. The cost of travel, as specified by the carrier, will be borne by such travellers.
- v. Based on the registrations received, MEA will prepare flight/ ship wise database of all such travellers, including details such as name, age, gender, mobile phone number, place of residence, place of final destination; and information on RT-PCR test taken and its result. This data base will be shared by MEA with the respective State/ UT in advance.
- vi. MEA will designate State/ UT wise nodal officers, who will co-ordinate with the nodal officers designated for this purpose by the respective States/ UTs.
- vii. MEA will display with at least two days notice, the schedule (day, place and time of arrival) of the incoming flight/ ship, on their online digital platform.
- viii. All travellers will also be required to give an undertaking that they are making the journey at their own risk.
- ix. Passengers arriving through the land borders will also have to undergo the same protocol as above, and only those who are asymptomatic will be enabled to cross the border into India.



24/5

- x. The Guidelines for international arrivals, including for quarantine arrangements, dated May 24, 2020, issued by Ministry of Health & Family Welfare (MoHFW) will be followed. A copy of the Guidelines is enclosed.

B. Standard Operating Protocol (SOP) for movement of persons stranded in India who are desirous to travel abroad

In order to contain the spread of COVID-19 pandemic, international travel of passengers has been prohibited under MHA's Orders related to lockdown measures. As per information available, many persons are stranded in India who desirous to travel abroad urgently for various purposes.

2. In order to facilitate the movement of such persons, the following SoP is hereby laid down:
- i. Such persons will apply to Ministry of Civil Aviation (MoCA) or to any agency designated by MoCA for this purpose, along with necessary details, including the places of departure and arrival, as prescribed by MoCA.
 - ii. Only those persons shall be allowed to travel to the destination countries, who are citizens of that country; who hold visa of at least one year duration of that country; and green card or OCI card holder. In cases of medical emergency or death in the family, Indian Nationals holding six month visa can also be allowed.
 - iii. The travel from India shall be by on the non-scheduled commercial flights that are allowed by MoCA for bringing back stranded Indian Nationals from abroad.
 - iv. Indian seafarers/ crew seeking to accept contracts to serve on vessels abroad, can travel on the non-scheduled commercial flights departing from India under the Vande Bharat Mission or other flights arranged by their employers subject to clearance given by the Ministry of Shipping.
 - v. Before the tickets of such persons are confirmed, MoCA will ensure that the destination country allows entry of such persons in that country. The conditions, if any, imposed by the destination country, will have to be fulfilled by the person intending to travel.
 - vi. The cost of travel, as specified by the carrier, will be borne by such travellers.
 - vii. At the time of boarding the flight, MoCA will ensure that all travellers undergo thermal screening as per health protocol. Only asymptomatic travellers would be allowed to board the flight.
 - viii. While on board the flight, required precautions such as wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. are to be observed by airline staff, crew and all passengers.



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

North Block, New Delhi-110001
Dated 21st April, 2020

ORDER

In continuation of Ministry of Home Affairs's Order No. 40-3/2020-DM-I(A) Dated 15th April, 2020, 16th April 2020 and 19th April 2020 and in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, 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:

- I. **Sub-clause (ix), (x) & (xi) under Clause 6 'A' on All Agricultural and horticultural activities:**
 - ix. Facilities for export/ import such as Pack houses, inspection and treatment facilities for seeds and horticulture produce.
 - x. Research Establishments dealing with the agriculture and horticulture activities.
 - xi. Inter and intra State movement of planting materials and honey bee colonies, honey and other beehive products.
- II. **Sub-clause (xi) and (xii) under Clause 14 on Commercial and private establishments:**
 - xi. Shops of educational books for students.
 - xii. Shops of electric fans.
- III. **Sub-clause (iii) under Clause 17 on Movement of persons:**
 - iii. Sign-on and sign-off of Indian Seafarers at Indian Ports and their movement for the aforesaid purpose as *per attached Standard Operating Protocol (SOP)*.
- IV. **Clause 19 (v) on Forest offices includes forestry plantation and related activities, including Silviculture operations.**


21/04/2020
Home Secretary

To

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

(As per list attached)

Copy to:

1. All members of the National Executive Committee.
2. Member Secretary, National Disaster Management Authority.

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 21st 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



authorities of the port. Port health authorities shall grant pratique to the vessel prior to berthing as per necessary health protocols.

- ii. The Indian seafarer arriving on the vessel would undergo the COVID-19 test for confirmation that he/ she is negative for COVID-19. After disembarking and till the time the seafarer reaches the testing facility, within the port premises, it will be ensured by the ship owner that all safety precautions as per standard health protocol are observed.
- iii. Till the time test reports of the seafarer are received, the seafarer shall be kept in the quarantine facility by the Port/ State Health Authorities.
- iv. If the seafarer is tested as positive for COVID-19, he/ she will be dealt with as per the procedures laid down by MoHFW.
- v. For the seafarer tested negative and signed off, the Local Authority in the area where the seafarer disembarks will be intimated about his/ her clearance for sign-off, and for issue of a transit pass from the place of disembarkation to the place of his/ her residence.
- vi. 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 disembarks.
- vii. 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.
- viii. The social distancing and other hygiene norms, as per standard health protocol, would be followed by the vehicle transporting the seafarer to his destination.

Note: DG (Shipping) will prescribe the detailed protocol with regard to sign-on and sign-off to be followed in the above cases.



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—

(a) "company" means anybody corporate and includes a firm or other association of individuals; and

(b) "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) 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.