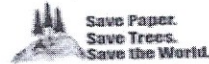


By Email

  
सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें  
टेलिफैक्स  
Telefax +91-135-2744064, 2743331  
वेबसाईट  
Website www.surveyofindia.gov.in  
ई-मेल  
E-Mail jcm.ws.soi@gov.in

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



  
Save Paper.  
Save Trees.  
Save the World.

भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हाथीबडकला एस्टेट, डाक बक्स सं. 37  
Hathibarkala Estate, Post Box No. 37  
देहरादून - 248 001 (उत्तराखण्ड), भारत  
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**MOST IMMEDIATE**

No.J- 819 /709-Welfare

Dated: 27 March, 2020

To

**The Addl. SGs** : : Specialized Zone, Dehradun /Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /Indian Institute of Surveying & Mapping, Hyderabad / Printing Zone, Hyderabad.

**The Directors**: Maharashtra & Goa GDC/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/Bihar GDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GDC / Geographical Informatics System & Remote Sensing Directorate / National Geo-spatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)//International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Northern Printing Group/Incharge, GISTC, SGO.  
E&A O (Adm.), SGO.

**Sub.:** Preventive measures to contain the spread of COVID-19, Reg.

**Ref :** DoPT, Govt. of India's OM No.11013/9/2014-Estt (A-III) dated 25-03-2020.(Copy Attached)

In continuation of this office previous letters on the subject, the DoPT, Govt. of India's OM cited under ref., above is being enclosed herewith for compliance and necessary action with immediate effect please.

This has the approval of the competent authority.

  
27.03.2020

(MOHAN RAM)

Suptdg. Surveyor &

For Surveyor General of India

Encls:- As above .

**Copy to :** Secretary to the Govt. of India, Ministry of Science and Technology, New Delhi (**Kind attention : Shri S.K.Sinha, Director, SMP, DST**) in respect of their e-mail dated 26-03-2020.



F.No. 11013/9/2014 - Estt (A-III)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

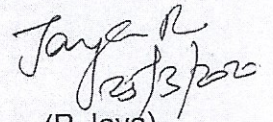
North Block, New Delhi  
Dated 25.03.2020

OFFICE MEMORANDUM

**Sub: Preventive measures to contain the spread of COVID19**

Guidelines have been issued by the Ministry of Home Affairs pursuant to a decision to impose a complete lock-down in view of the threat posed by the spread of COVID 19. Certain Offices have been given exemption from the lock-down. Keeping in view the exigencies that have arisen in various Departments not exempted under the guidelines, and in partial modification of this Department OM of even no. 22<sup>nd</sup> March, 2020, the following instructions are issued:

- (i) Heads of Department may draw up a list of staff that are **absolutely necessary** to carry out additional essential services within the Department.
- (ii) The list of such employees may be communicated by email to Sh Eish Singal, Deputy Commissioner of Police (DCP), New Delhi District at the following mail id  
[dcp.nd@delhipolice.gov.in](mailto:dcp.nd@delhipolice.gov.in)  
[dcp-newdelhi-dl@nic.in](mailto:dcp-newdelhi-dl@nic.in)
- (iii) Authorization letter will be issued by the DCP by return mail.
- (iv) Print-out of this authorization letter should be made available to the staff concerned.
- (v) The staff should be instructed to carry a copy of this print-out along with their official ID Cards while coming to the Office.
- (vi) The remaining staff should be asked to work from home.
- (vii) These instructions shall be applicable with immediate effect.

  
(R.Jaya)

Joint Secretary to the Government of India

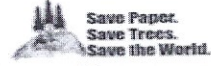
- To
1. All the Ministries/Departments of the Government of India
  2. PMO/Cabinet Secretariat
  3. PS to MoS (PP)
  4. PSO to Secretary(Personnel)
  5. Sr.Technical Director, NIC, DoPT



**By Email**

  
सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें  
टेलिफैक्स  
Telefax +91-135-2744064, 2743331  
वेबसाईट  
Website www.surveyofindia.gov.in  
ई-मेल  
E-Mail jcm.ws.soi@gov.in

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हाथीबड़कला एस्टेट, डाक बक्स सं. 37  
Hathibarkala Estate, Post Box No. 37  
देहरादून - 248 001 (उत्तराखण्ड), भारत  
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**MOST IMMEDIATE**

No.J- 818 /709-Welfare

Dated: 27 March, 2020

**To**

**The Addl. SGs** : : Specialized Zone, Dehradun /Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /Indian Institute of Surveying & Mapping, Hyderabad / Printing Zone, Hyderabad.

**The Directors**: Maharashtra & Goa GDC/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/Bihar GDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GDC / Geographical Informatics System & Remote Sensing Directorate / National Geo-spatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)//International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Northern Printing Group/Incharge, GISTC, SGO.  
E&A O (Adm.), SGO.

**Sub.:** **Submission of claims by suppliers/vendors through e-mail during the period from 26-03-2020 to 31<sup>st</sup> March, 2020 due to lockdown to prevent spread of COVID-19, Reg.**

**Ref :** Controller General of Accounts, Department of Expenditure, Ministry of Finance, Govt. of India's Order No. 3(1)/2020/TA-II/170 dated 26-03-2020.(Copy Attached)

In order to avoid any hardship to suppliers / vendors and ensure timely settlement of their claims, the Controller General of Accounts, Department of Expenditure, Ministry of Finance, Govt. of India's Order cited under ref., above is being enclosed herewith for compliance and necessary action with immediate effect please.

This has the approval of the competent authority.

  
(MOHAN RAM)

Suptdg. Surveyor &

For Surveyor General of India

Encls:- As above .

**Copy to :** (i) Secretary to the Govt. of India, Ministry of Science and Technology, New Delhi  
**(Kind attention : Shri S.K.Sinha, Director, SMP, DST)** in respect of their e-mail dated 26-03-2020.

(ii) CCA, DST, Ministry of Science and Technology, New Delhi for information please.

(iii) RP&AOs: Kolkata, Hyderabad, Jaipur for information Please.

(iv) CP&AO, Dehradun, for information Please.

(v) Web In-charge SOI website.



No. 3(1)/2020/TA-III/170  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts

Dated: 26.03.2020

**Subject: Submission of claims by suppliers/ vendors through e-mail during the period from 26.03.2020 to 31<sup>st</sup> March, 2020 due to lockdown to prevent spread of COVID 19.**

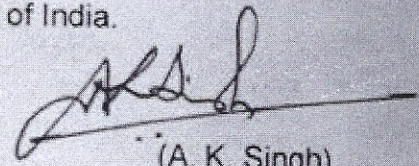
It has been brought to the notice of this office that due to spread of COVID-19 in the country; suppliers/ vendors are not able to submit original physical claim (invoice etc.) in support of supplies / services rendered by them, resulting in non-payment of their claims.

2. In order to avoid any hardship to the suppliers/ vendors and ensure timely settlement of their claims it has been decided that during the period upto 31<sup>st</sup> March, 2020 suppliers/ vendors may submit their claims to the concerned Departmental Officers (DDOs) official via e-mail. DDO will **authenticate this copy of the claim submitted by vendor on e-mail under his signature and affix a certificate on the body of the bill to the effect that this is the first payment against the claim authenticated by him.** In no circumstances this claim will be presented in future. The original claim will be submitted for post check and record of the PAO as early as possible in support of the payment claimed through this copy. DDO after conducting all necessary checks and following the due processes will prepare and submit bill with authenticated copy of claim to the concerned Pay & Accounts Officer for his examination and payment.

3. All the payments made under above provisions shall be subject to 100% Post-check by the concerned Pay & Accounts Officer and effect any recovery/ adjustment if required.

4. Codal provisions are being amended, as necessary, separately.

This issues with the approval of Secretary (Exp), Govt. of India.



(A. K. Singh)

Deputy Controller General of Accounts

To

1. All Pr. CCAs/CCAs/CAs (I/C) of Ministries/ Departments of Government of India
2. All HODs/ HOOs of Ministries/ Departments of Government of India
3. Office copy/ website of CGA

Copy to:

1. PPS to Secretary (Expenditure), Government of India.




By Email

  
सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें  
टेलिफोनस +91-135-2744064, 2743331  
Telefax  
वेबसाइट www.surveyofindia.gov.in  
Website  
ई मेल fcm.ws.soi@gov.in  
E-Mail

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



  
Save Paper.  
Save Trees.  
Save the World.

भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हाथीबढ़कला एस्टेट, डाक बक्स सं. 37  
Hathibarkala Estate, Post Box No. 37  
देहरादून - 248 001 (उत्तराखण्ड), भारत  
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**MOST IMMEDIATE**

No.J-2898/709-Welfare

Dated: 26 March, 2020

**To**

**The Addl. SGs** : : Specialized Zone, Dehradun /Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /Indian Institute of Surveying & Mapping, Hyderabad / Printing Zone, Hyderabad.

**The Directors**: Maharashtra & Goa GDC/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/Bihar GDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GDC / Geographical Informatics System & Remote Sensing Directorate / National Geo-spatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)//International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Northern Printing Group/Incharge, GISTC, SGO.  
E&A O (Adm.), SGO.

**Sub.:** Addendum to Guidelines annexed to the Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 24-03-2020.

**Ref :** (i) This office letter No. J-2871/709-Welfare dated 25-03-2020.  
(ii) Ministry of Home Affairs , Govt. of India's Order No. 40-3/2020-DM-I(A) dated 25-03-2020 with its enclosures ( Copy Attached ).

In continuation of this office letter cited under ref. (i) above , the addendum to guidelines cited under ref.(ii) above are being enclosed for compliance and necessary action with immediate effect please. In this regard all the Directors are requested to get the special passes for movement during the lockdown period for their respective E&AO/DDO, MTDs and Accounts with bare minimum staff from local administration, also precautionary measures are to be taken as suggested from to time vide this office previous letters/ e-mails please.

The Addl. SGs, Eastern Zone Kolkata, Western Zone Jaipur, Indian Institute of Surveying & Mapping Hyderabad and DSG (Adm.) SGO are requested to provide the special passes to bare minimum staff of respective PAOs obtained from local administration, for movement during lockdown period. It is also requested that all the logistic support may please provided to the staff of respective PAOs. Further it is requested that the compliance report may please be submitted to this office at the earliest. The list of bare minimum PAOs staff is attached h/w for n/a please.

This has the approval of the competent authority.

  
(MOHAN RAM)

Suptdg. Surveyor &  
For Surveyor General of India

Encls:- As above .

**Copy to :** (i) Secretary to the Govt. of India, Ministry of Science and Technology, New Delhi (Kind attention : Shri S.K.Sinha, Director, SMP, DST) in respect of their e-mail dated 25-03-2020.

(ii) CCA, DST, Ministry of Science and Technology, New Delhi for information please.

(iii) RP&AOs: Kolkata, Hyderabad, Jaipur for information Please.

(iv) CP&AO, Dehradun, for information Please.

(v) Web In-charge SOI website.

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

North Block, New Delhi-110001  
Dated 25<sup>th</sup> March, 2020

**ORDER**

In continuation of Ministry of Home Affairs's Order No. 40-3/2020-DM-I(A) Dated 24<sup>th</sup> March, 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 issues an Addendum to guidelines, as Annexed to the said Order issued to Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities with the directions for their strict implementation.

  
Home Secretary 25/03/2020

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:*

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



**Subject: Addendum to Guidelines annexed to the Ministry of Home Affairs  
Order No. 40-3/2020-DM-I(A) dated 24.03.2020**

- A. Addition in exemption to Clause 1:**
- Term treasury includes, Pay & Accounts Offices, Financial Advisers and field offices of the Controller General of Accounts, **with bare minimum staff.**
  - Customs clearance at ports/airports/land border; GSTN; and MCA 21 Registry, **with bare minimum staff.**
  - Reserve Bank of India and RBI regulated financial markets and entities like NPCI, CCIL, payment system operators and standalone primary dealers, **with bare minimum staff.**
- B. Under sub clause (b) to clause 2, term treasury include, field offices of the Accountant General, with bare minimum staff.**
- C. Addition of sub clause (e), (f) & (g) in exceptions to clause 2:**
- e. Resident Commissioner of States, in New Delhi **with bare minimum staff**, for coordinating Covid-19 related activities and internal kitchens operations.
  - f. Forest offices: Staff/ workers required to operate and maintain zoo, nurseries, wildlife, fire fighting in forests, watering plantations, patrolling and their necessary transport movement.
  - g. Social Welfare Department, **with bare minimum staff**, for operations of Homes for children/ disables/ senior citizens/ destitute/ women/ widows; Observation homes; pensions.
- D. Clause 3 includes** veterinary hospitals; pharmacies (including Jan Aushadhi Kendra) and Pharmaceutical research labs.
- E. Sub-clause (b) to Clause 4** includes IT Vendor for banking operations; Banking Correspondent and ATM operation and cash management agencies.
- F. Sub-clause (a) to Clause 4** includes shops for seeds and pesticides.
- G. Addition of sub clause (h) to Clause 4:**
- h. Data and call Centre **for Government activities only.**
- H. Sub-clause (a) to clause 5 to read as:**
- a. Manufacturing units of essential goods, including drugs, pharmaceutical, medical devices, their raw material & intermediates.
- I. Addition of sub clause (c) & (d) to Clause 5:**
- c. coal and mineral production, transportation, supply of explosives and activities incidental to mining operations.
  - d. Manufacturing units of packaging material for food items, drugs, pharmaceutical and medical devices.
- J. Addition of sub clause (c) & (d) to Clause Sub clause 6:**
- a. Operations of Railways, Airports and Seaports for cargo movement, relief and evacuation and their related operational organisations.
  - b. Inter-state movement of goods/cargo for inland and exports.
- K. Addition of sub clause (c) in exceptions to clause 6:**
- c. Cross land border movement of essential goods including petroleum products and LPG, food products, medical supplies.

  
Home Secretary 25/03/2020



भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



टेलिफैक्स  
Telefax +91-135-2744064, 2743331  
वेबसाइट  
Website www.surveyofindia.gov.in  
ई-मेल  
E-Mail jcm.ws.sol@gov.in



भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हाथीबढ़कला एस्टेट, डाक बक्स सं. 37  
Hathibarkala Estate, Post Box No. 37  
देहरादून - 248 001 (उत्तराखण्ड), भारत  
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**MOST IMMEDIATE**

No.J- 191 /709-Welfare

Dated: 23 March, 2020

**The Addl. SGs** : Specialized Zone, Dehradun /Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /Indian Institute of Surveying & Mapping, Hyderabad / Printing Zone, Hyderabad.

**The Directors**: Maharashtra & Goa GDC/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/Bihar GDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GDC / Geographical Informatics System & Remote Sensing Directorate / National Geo-spatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)//International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Northern Printing Group/Incharge, GISTC, SGO.  
E&A O (Adm.), SGO.

**Sub:** **Preventive measures to contain the spread of Novel Coronavirus (COVID-19) Regarding.**

**Ref:** (1) DoP&T's O.M. No. 11013/9/2014-Estt-(A-III) dt. 22-03-2020 (Copy Attached).

In continuation of this office letter No. J-813/709-Welfare dt. 20-03-2020 the DoP&T's O.M cited under reference above on the subject is being forwarded for necessary action with immediate effect please. Further, it is intimated that all the ongoing fields' works in the Department may be suspended till 04-04-2020, in view of the subject matter and also strict compliance of the above referred O.M.

This has the approval of the competent authority.



(MOHAN RAM)

Suptdg. Surveyor &  
O.C.(JCM &WSU)

For Surveyor General of India

**Copy to :** Secretary to the Govt. of India, Ministry of Science and Technology, New Delhi (**Kind attention : Shri S.K.Sinha, Director, SMP, DST**) w.r.t. their e-mails on the subject please.



F. No.11013/9/2014-Estt-(A-III)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi

Dated 22.03.2020

OFFICE MEMORANDUM

**SUB: Preventive measures to contain the spread of COVID -19**

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
  - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
  - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
  - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.

  
22/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director, NIC, DoPT



By Email

  
सर्व शिक्षा अभियान  
सब पढ़े सब बढ़े  
रेलफैक्स  
Telefax +91-135-2744064, 2743331  
वेबसाइट  
Website www.surveyofindia.gov.in  
ई मेल  
E-Mail jcm.ws.soi@gov.in

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



  
Save Paper.  
Save Trees.  
Save the World.

भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हाथीबढ़कला एस्टेट, डाक बक्स सं. 37  
Hathibarkala Estate, Post Box No. 37  
देहरादून - 248 001 (उत्तराखण्ड), भारत  
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**MOST IMMEDIATE**

No.J-2844/709-Welfare

Dated: 23 March, 2020  
24

**The Addl. SGs** : Specialized Zone, Dehradun /Northern Zone, Chandigarh / Eastern Zone, Kolkata / Western Zone, Jaipur/ Southern Zone, Bangalore/ Central Zone, Jabalpur / North-Eastern Zone, Shillong /Indian Institute of Surveying & Mapping, Hyderabad / Printing Zone, Hyderabad.

**The Directors**: Maharashtra & Goa GDC/Rajasthan GDC/Andhra Pradesh & Telangana, GDC/East Uttar Pradesh GDC / Madhya Pradesh GDC/West UP & Uttarakhand GDC/Punjab, Chandigarh & Haryana GDC/Jammu & Kashmir GDC/Himachal Pradesh GDC/Assam & Nagaland GDC/Meghalaya & Arunachal Pradesh GDC / Tripura, Manipur & Mizoram GDC/Bihar GDC/ West Bengal & Sikkim GDC / Orissa GDC / Jharkhand GDC/ Chhattisgarh GDC/ Gujarat, Daman & Diu GDC / Karnataka GDC/ Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC / Kerala & Lakshadweep GDC /Survey (Air) and Delhi GDC / Geographical Informatics System & Remote Sensing Directorate / National Geo-spatial Data Centre/ Geodetic & Research Branch /MA&DC (B&P)//International Boundary Directorate/ Digital Mapping Centre/ Eastern Printing Group/Southern Printing Group/Western Printing Group / Northern Printing Group/Incharge, GISTC, SGO.  
E&A O (Adm.), SGO.

**Sub.:** **Functioning of Government Expenditure System during the operation of preventive measures to contain the spread of Covid-19 , Regarding.**

**Ref:** Department of Expenditure, Ministry of Finance, Govt. of India's O.M. No. 23(4)/E. Coord /2020, dated 23-03-2020.

In continuation of this office letter No. J-191/709-Welfare dt. 23-03-2020 the Department of Expenditure, Ministry of Finance, Govt. of India's O.M cited under reference above on the subject is being forwarded for necessary action with immediate effect please, in this regard all the Directors in the lockdown cities are requested to approach the Local District Administration (District Magistrate and Senior Superintendent of Police) , for allowing the Budget / Account staff of Survey of India under Essential Services to attend the office during lockdown period by taking precautionary measures , for smooth and normal functioning of the Govt. Expenditure System please.

This has the approval of the competent authority.

  
23-03-2020

(MOHAN RAM)  
Suptdg. Surveyor &  
O.C.(JCM & WSU)

For Surveyor General of India

Copy to : Secretary to the Govt. of India, Ministry of Science and Technology, New Delhi (Kind attention : Shri S.K.Sinha, Director, SMP, DST) for information please.

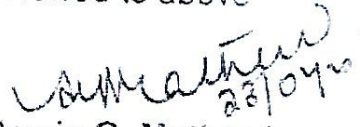


OFFICE MEMORANDUM

Subject: Functioning of Government Expenditure System during the operation of preventive measures to contain the spread of COVID-19.

Attention is invited to DOPT OM No 11013/9/2014-Estt- (A-III) Dated 22.03.2020 regarding preventive measures to contain the spread of COVID-19

2. In the present situation, the smooth and normal functioning of the Government Expenditure System is critical to safeguard the public interest. Therefore, the expenditure functions of Government in general and the Integrated Finance Divisions (IFD) of Ministries /Departments and Office of Controller General of Accounts (CGA) in particular, are essential services. Indeed, in certain sectors, the expenditure systems may have to function more quickly than normal to cope with the emerging needs
3. Accordingly the following clarifications, with specific reference to IFDs & CGA, are issued.
  - a. Absence of staff shall not be a reason for any delay or non-functioning of the payment and accounting systems.
  - b. Pay and Accounts Offices and other offices dealing with payments shall remain open during working hours.
  - c. Financial Advisors and field offices of the CGA (Pr. CCA, CCA, CA, PAO etc) shall attend office as per normal schedule to ensure coordination and supervision and shall issue suitable instructions for the presence of others as necessary to achieve these objectives.
  - d. The above shall be kept in view by Financial Advisers and the Office of CGA when drawing up the roster, etc as prescribed in the OM referred to above

  
(Annie G. Mathew)

Additional Secretary to Government of India

23.03.2020

To

1. CGA
2. All FAs of Ministries / Departments



**Government of India**  
**Ministry of Health & Family Welfare**  
**Directorate General of Health Services**  
**(EMR Division)**

**Guidelines for home quarantine**

**Scope**

Detection of a travel related/unrelated suspect case of novel Coronavirus Disease (COVID-19) will be followed by rapid isolation of such cases in designated health facilities and line listing of all contacts of such cases. Home quarantine is applicable to all such contacts of a suspect or confirmed case of COVID-19.

This intervention will be limited to the initial phase of India reporting only (i) travel related cases and (ii) focal clusters arising from a travel related/unrelated case where cluster containment strategy is adopted (iii) Persons coming from COVID-19 affected areas where local and community transmission is evident.

**Definition of contact**

A contact is defined as a healthy person that has been in such association with an infected person or a contaminated environment as to have exposed and is therefore at a higher risk of developing disease.

A contact in the context of COVID-19 is:

- A person living in the same household as a COVID-19 case;
- A person having had direct physical contact with a COVID-19 case or his/her infectious secretions without recommended personal protective equipment (PPE) or with a possible breach of PPE
- A person who was in a closed environment or had face to face contact with a COVID-19 case at a distance of within 1 metre including air travel;

The epidemiological link may have occurred within a 14-day period before the onset of illness in the case under consideration.

**Instructions for contacts being home quarantined**

The home quarantined person should:

Stay in a well-ventilated single-room preferably with an attached/separate toilet. If another family member needs to stay in the same room, it's advisable to maintain a distance of at least 1 meter between the two.

- Needs to stay away from elderly people, pregnant women, children and persons with co-morbidities within the household.



- Restrict his/her movement within the house.
- Under no circumstances attend any social/religious gathering e.g. wedding, condolences, etc.

He should also follow the under mentioned public health measures at all times:

- Wash hand as often thoroughly with soap and water or with alcohol-based hand sanitizer
- Avoid sharing household items e.g. dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people at home.
- Wear a surgical mask at all the time. The mask should be changed every 6-8 hours and disposed off. Disposable masks are never to be reused.
- Masks used by patients / care givers/ close contacts during home care should be disinfected using ordinary bleach solution (5%) or sodium hypochlorite solution (1%) and then disposed of either by burning or deep burial.
- Used mask should be considered as potentially infected.
- If symptoms appear (cough/fever/difficulty in breathing), he/she should immediately inform the nearest health centre or call 011-23978046.

### **Instructions for the family members of persons being home quarantined**

- Only an assigned family member should be tasked with taking care of the such person
- Avoid shaking the soiled linen or direct contact with skin
- Use disposable gloves when cleaning the surfaces or handling soiled linen
- Wash hands after removing gloves
- Visitors should not be allowed
- In case the person being quarantined becomes symptomatic, all his close contacts will be home quarantined (for 14 days) and followed up for an additional 14days or till the report of such case turns out negative on lab testing

### **Environmental sanitation**

- a) Clean and disinfect frequently touched surfaces in the quarantined person's room (e.g. bed frames, tables etc.) daily with 1% Sodium Hypochlorite Solution.
- b) Clean and disinfect toilet surfaces daily with regular household bleach solution/phenolic disinfectants
- c) Clean the clothes and other linen used by the person separately using common household detergent and dry.



### **Duration of home quarantine**

- a) The home quarantine period is for 14 days from contact with a confirmed case or earlier if a suspect case (of whom the index person is a contact) turns out negative on laboratory testing



