



ABSTRACT

Disaster Management Act, 2005 - COVID-19 -Lockdown extended in the territorial jurisdictions of the State of Tamil Nadu until further orders with existing guidelines and relaxations - Government Offices - functioning of State Government Offices during lockdown and ensure social distancing - Orders - Issued.

REVENUE AND DISASTER MANAGEMENT (DM-IV) DEPARTMENT

G.O.(Ms).No.367

Dated: 05.05.2021

பிலவ, சித்திரை 22
திருவள்ளூர் ஆண்டு, 2052

Read:

1. G.O.Ms.No.172, Revenue and Disaster Management (D.M.4)Department, dated 25.3.2020
2. G.O.Ms.No.364, Revenue and Disaster Management (D.M.4)Department, dated 03.05.2021

ORDER:

In the Government orders second read above, new restrictions have been imposed with effect from 4.00A.M on 06.05.2021 to 4.00AM on 20.05.2021. Under the new restriction among other things all Government Offices and Private offices shall function with a maximum staff strength of 50%.

2. Accordingly, the Government direct to bring in the following system of office functioning in all Government offices with effect from 06.05.2021 to 20.05.2021 in order to maintain social distancing in view of the COVID -19 pandemic.

- All offices of the Government shall function with 50% of the workforce.
- The Heads of Offices, viz., Secretaries to Governments, Heads of Departments, the District Collectors, shall draw up an attendance schedule, either on alternate days or once in three days or as per the necessity, depending upon the work-load and staff requirement.
- Notwithstanding the above alternate working system, the staff on off-duty shall attend office if called for at any point of time;
- All Group 'A' Officers i.e., all staff in posts drawing level of pay from Rs.59,300-1,87,700 to Rs.1,28,900-2,28,000 (Levels 25 to 32 in the pay matrix) and all Head of Offices (irrespective of level in the pay matrix) shall attend office on all working days;

- A system of level-jumping in the submission of files in the reporting hierarchy shall be put in place by the Head of the Department, if necessary;
- All Officers /Staff members shall always be available for official work and accessible through electronic mode of communication; they shall not leave headquarters without permission.
- This system of office functioning shall be followed in all Government offices from Secretariat to district /field level office including Commissions, Boards, Corporation, Universities, Companies, Institution, Undertaking Societies etc., of the State Government;
- The departments/offices such as Police, Health, District Administration, Treasury, Local Bodies etc., shall continue to function as per the orders issued in G.O.(Ms) No.172 Revenue and Disaster Management (DM-II) Department, dated 25.03.2020.
- This order shall remain in force till 20.05.2021.

(BY ORDER OF THE GOVERNOR)

**RAJEEV RANJAN
CHIEF SECRETARY TO GOVERNMENT**

To

All Additional Chief Secretaries, Principal Secretaries and Secretaries to Government, Secretariat, Chennai -600 009.

The Additional Chief Secretary/Commissioner of Revenue Administration, Disaster Management, Chennai-600 005.

The Commissioner, Greater Chennai Corporation, Chennai -600003

All District Collector / District Judges/ District Magistrates.

The Registrar General, High Court of Madras, Chennai-104.

The Registrar, Madurai Bench of Madras High Court, Madurai.

All Constitutional / Statutory Bodies including

All State Corporation, Local Bodies, Boards, Universities, Commissions, Companies, Institutions, Societies, etc.

The Accountant General, Chennai-18.

The Commissioner of Treasuries and Accounts, Chennai-35.

All Pay and Accounts Officers /District Treasury Officers.

Copy to:

The Hon'ble Chief Minister Office, Chennai-09.

The Private Secretary to Chief Secretary to Government, Chennai-600 009.

SF/SC.

//Forwarded by order//

Jeeyams
5/5/2021
SECTION OFFICER