

No.F.2(1)CS/HOME/2020
Government of Tripura
Office of the Chief Secretary

Dated, the 7th April, 2021

ORDER

Subject:- Steps for containment of spread of COVID-19 in Government Offices.

It has been decided to enforce the following measures to contain the spread of COVID-19 in Government Offices including those of Government bodies, public sector undertakings, sub ordinate and attached offices etc.

1. No official meeting will be held with more than 20 participants. There should be at least one metre gap between chairs. All participants must wear face mask/face cover. Hand sanitizer should be provided before and after the meeting.
2. Mass government programme should be avoided in Pragna Bhawan/Town Hall/ Rabindra Satabarshiki Bhawan or any other public halls.
3. In order to regulate no. of visitors to government offices and residential offices, visitors will be allowed to come to government offices/residential offices only with prior appointment.
4. All offices must be properly cleaned and sanitized on daily basis.
5. Wearing of face mask/cover has been made compulsory at work and public places. Fine for not wearing mask will be rigorously implemented by Secretary (SA) in Secretariat and Head of Offices in their respective offices. Security posted at the offices and government establishments will not allow entry of any person without face mask/ face cover.
6. Officers who are primary contact with any COVID patient must exercise necessary precautions. Those who have come in close contact with any patient may self monitor their health and get tested as per medical advice.
7. Any officer/staff having ARI/ILI type symptoms should inform his head of the office immediately and get himself medically examined.
8. Officers and staffs are advised not to gather in close proximity without any requirement.
9. Biometric attendance may be discontinued until further orders.
10. Frequent hand sanitization is advisable, particularly after use of lift, touch of door knobs etc.
11. Sporting events, competition etc, where there can be gathering, may be avoided.

12. Thermal screening may be organised at all entry points to offices wherever feasible to detect any symptomatic staff. Only asymptomatic individual should be allowed to enter in to office premises.
13. All officers and staff above the age of 45 may be encouraged to take vaccination as early as possible.
14. 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.
15. Hand sanitizer may be placed at entry of government buildings.
16. All gyms/recreation centres/creches located in Government buildings may be closed until further orders.
17. Regular supply of hand sanitizers, soap and running water must be ensured in the washrooms.
18. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, may take extra precautions.

This takes immediate effect and will be in force until further orders.


(Manoj Kumar)
Chief Secretary

Copy to:

1. Director General of Police, Government of Tripura
2. Principal Chief Conservator of Forest, Government of Tripura
3. Principal Secretary, Health & Family Welfare Deptt.
4. All Secretaries-in-charge, Government of Tripura
5. All Head of Department
6. All D. M. & Collectors, Government of Tripura
7. All Superintendent of Police, Government of Tripura
8. All Chief Medical Officers, Government of Tripura
9. The Director, ICA for information with a request for wide publicity.

Copy for information to:

1. Principal Secretary to Hon'ble Governor of Tripura, Raj Bhawan, Agartala.
2. Principal Secretary to Hon'ble Chief Minister, Govt. of Tripura.
3. PS to Hon'ble Deputy Chief Minister, Tripura
4. PS to all Hon'ble Ministers.
5. Registrar General, Tripura High Court