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**No.B.14015/18/2017-GAD**  
**GOVERNMENT OF MIZORAM**  
**GENERAL ADMINISTRATION DEPARTMENT**

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*Dated Aizawl, the 19<sup>th</sup> March, 2020*

**OFFICE MEMORANDUM**

**Subject: Preventive measures to be taken to prevent the spread of Novel Coronavirus (COVID-19) – regarding.**

It is hereby notified that in order to prevent the spread of Novel Coronavirus (COVID-19) and in line with Office Memorandum issued by the Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) vide.F.NO.11013/9/2014-Esstt.A.III dt. 17.3.2020, all Employees/Departments of the Government of Mizoram /Public Sector Undertakings within Mizoram are advised to take the following precautionary measures/advisory for the well-being of Government employees and in the interest of public health and safety.

- i. Mandatory placing of hand sanitizers or facilities for hand washing at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- ii. Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitor/temporary passes should be suspended with immediate effect. Only those visitors who have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- iii. Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- iv. To avoid public events and gatherings.
- v. Avoid non-essential official travel.
- vi. Undertake essential correspondence on official email or through other electronic means to the extent possible.
- vii. Facilitate delivery and receipt of dak and files at the entry point itself of the office building/room, as far as practicable.
- viii. Close all recreation centres located in Government buildings.
- ix. Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.
- x. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- xi. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They

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should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL :

**[mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf](http://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf)**

- xii. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- xiii. Advise all employees who are at higher risk i.e. older employees and employees who have underlying medical conditions, to take extra precautions. **The Departments/Controlling Officers may grant Special Casual Leave in respect of employees whom they feel should be on home quarantine, for a period not exceeding 30 days in a calendar year or as specified by the Government from time to time.**

An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Enclo: As above

**Sd/- JC. RAMTHANGA**

Addl. Chief Secretary to the Govt. of Mizoram  
General Administration Department

**Memo No.B.14015/18/2017-GAD : Dated Aizawl, the 19<sup>th</sup> March, 2020**

Copy to :

1. Secretary to Governor, Mizoram.
2. PS to Chief Minister, Mizoram.
3. PS to Speaker, Mizoram.
4. PS to Dy. Chief Minister, Mizoram.
5. PS to Ministers/Ministers of State/ Dy. Speaker/ Deputy Govt. Chief Whip, Mizoram/ Vice Chairman, State Planning Board, Mizoram.
6. Sr. PPS to Chief Secretary, Govt. of Mizoram.
7. PS to all Principal Secretaries/Commissioners & Secretaries/Secretaries to the Govt. of Mizoram.
8. All Administrative Departments, Government of Mizoram.
9. Resident Commissioner, New Delhi, Government of Mizoram.
10. All Deputy Commissioners, Government of Mizoram.
11. All Heads of Departments, Govt. of Mizoram.
12. Accountant General, Mizoram.
13. Registrar, Gauhati High Court, Aizawl Bench.
14. Chief Controller of Accounts, Accounts & Treasuries, Govt. of Mizoram.
15. Secretary, State Election Commissioner, Mizoram.
16. Secretary, MPSC/MCIC/MSEC/MSCPCR/Mizoram Lokayukta.
17. All Boards & Corporations under Govt. of Mizoram.
18. Director, Information & Public Relation. He is requested to publicise this matter to the general public in local language.
19. Joint Resident Commissioner, Kolkata, Government of Mizoram.
20. Deputy Resident Commissioner, Guwahati/Shillong/Silchar/ Mumbai, Government of Mizoram.
21. Guard File.



19/3/2020

**(ROCHUANGKIMI KHENGLAWT)**

Under Secretary to the Govt. of Mizoram  
General Administration Department



## ANNEXURE

### DO'S

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hand even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms or your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number of the Health & Family Welfare Department at

**102 (Toll Free)**  
**0389-2323336**  
**0389-2322336**  
**0389-2318336.**

### DON'TS

- Shake hand.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.