



**Government of Odisha  
Office of Special Relief Commissioner**

**No. 2800 / R&DM(DM),**

**Dt.18-05-2020**

RDM-RLF-MISC-0034-2020

**ORDER**

WHEREAS, the National Executive Committee, vide Ministry of Home Affairs, Government of India Order No.40-3/2020-DM-I(A) dated 1st May, 2020, had directed extension of the lockdown period for a further period of two weeks with effect from 04.05.2020 in all parts of the Country and issued new guidelines on lockdown measures for strict implementation;

AND, WHEREAS, the State Government vide Revenue and Disaster Management (Disaster Management) Department Order No. 2444/ R&DM (DM) dated. 03.05.2020 had extended the lock down in the entire State of Odisha for a further period of two weeks till the midnight of 17.05.2020 and laid down new stipulations/ guidelines for strict implementation with effect from 04.05.2020.

AND, WHEREAS, the National Executive Committee, vide Ministry of Home Affairs, Government of India Order No.40-3/2020-DM-I(A) dated 17th May, 2020, has issued directions to all the Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities for strict implementation of lockdown as per the guidelines annexed to this Order to contain the spread of COVID-19 which will continue for a period up to 31.05.2020, with effect from 18.05.2020.

NOW, THEREFORE, the State Government, in supersession of all previous orders related to lockdown in Odisha, do hereby extend the lock down in the entire State of Odisha till midnight of 31.05.2020, as per the following stipulations:

1. Lockdown shall continue to remain in force up to midnight of 31<sup>st</sup> May, 2020.
2. **The following activities shall continue to remain prohibited throughout the State:**
  - i. All domestic and international air travel of passengers, except for domestic medical services, domestic air ambulance and for security purposes or purposes as permitted by MHA.
  - ii. Schools, colleges, educational/ training/ coaching institutions etc. will remain closed. Online/ distance learning shall continue to be permitted and shall be encouraged.

- iii. Hotels, restaurants and other hospitality services, except those meant for housing health/ police/ Government officials/ healthcare workers/ stranded persons including tourists and for quarantine facilities; and running of canteens at bus depots, railway stations and airports. Restaurants shall be permitted to operate kitchens for home delivery of food items.
- iv. All cinema halls, shopping malls, gymnasiums, swimming pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places.
- v. Sports complexes, stadia and other facilities will be permitted to open. Sports activities are allowed for sportspersons and players; however, spectators will not be allowed.
- vi. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings and large congregations.
- vii. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

**3. The following activities shall be permitted with restrictions, except in the Containment Zones:**

- i. Inter-State movement of passenger vehicles and buses, with mutual consent of the State(s)/ UT(s) involved.
- ii. Intra-State movement of two wheelers, private vehicles, official vehicles, taxis (including cabs by aggregators like Ola, Uber etc.).
- iii. Standard Operating Procedures (SOPs) for movement of persons shall continue to operate as mentioned in Sl. No. 11.

**4. National Directives for COVID-19 Management**

National Directives for COVID 19 Management, as specified in **Annexure 12**, shall be followed throughout the State.

**5. Red, Green, Orange, Containment and Buffer Zones**

- i. The declaration and delineation of Red, Green and Orange Zones will be decided by the local authorities i.e. District Collector/ Municipal Commissioner in consultation with Health and Family Welfare Department of Government of Odisha, based on the parameters framed by Ministry of Health & Family Welfare (MoHFW), Government of India (GoI), on a dynamic basis. The parameters include Total Active cases, Active Cases per lakh population, Doubling rate of the cases (calculated over 7 days' period), Case Fatality rate, Testing ratio (No. of tests per lakh population), Sample positivity ratio (confirmation rate).
- ii. The sub-district administrative units i.e. Panchayats/ cluster of Panchayats etc. will be delineated as Containment and Buffer Zones by respective local authorities, in consultation with H&FW Dept., Govt. of Odisha. The local authorities will conduct detailed analysis taking into consideration the geographical spread of cases, contacts and zone of influence in terms of disease spread. Decision regarding identification and implementation of Containment Zones and Buffer Zones by respective local authorities will be guided by instructions issued by MoHF&W, GOI (<https://www.mohfw.gov.in/pdf/Containmentplan16052020.pdf> / <https://www.mohfw.gov.in/pdf/UpdatedContainmentPlanforLargeOutbreaksofC>



[OVID19Version3.0.pdf](#)).

- iii. Temporary Medical Camps (TMCs) accommodating returnees and others, for the purpose of mandatory quarantine, have contributed to a significantly large number of COVID-19 positive cases in the State. Hence, the restrictions applicable to Containment Zones shall be applicable to TMCs. If required, Buffer Zones around the TMCs may be delineated.
- iv. COVID Care Centres and COVID hospitals will also be treated at the same level as Containment Zones and restrictions applicable to Containment Zones shall be applicable to such facilities.
- v. 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. Guidelines of MoHFW, GOI and H&FW Department, Government of Odisha shall be taken into consideration for the above purpose.
- vi. In the Containment Zones, there shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required.

## **6. Night curfew**

The movement of individuals shall remain strictly prohibited between 7.00 pm to 7.00 am, except for essential activities. The movement of individuals, for all non-essential activities, shall remain strictly prohibited between 7 pm to 7 am. Collector & District Magistrate/ Commissioner of Police/ Municipal Commissioner shall issue orders under appropriate provisions of law, such as prohibitory orders (curfew) under Section 144 of Cr.PC, for this purpose, and ensure strict compliance.

## **7. Protection of vulnerable persons**

Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for essential and health purposes.

## **8. All other activities will be permitted, except those which are specifically prohibited.**

**Further, the District Collector/ Municipal Commissioner based on their assessment of the situation, may prohibit certain other activities in the various zones, or impose such restrictions as deemed necessary.**

## **9. 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 work places, 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.

**10. Special directions to ensure movement of persons and goods in certain cases**

- i. Inter-State and intra-State movement of medical professionals, nurses and para medical staff, sanitation personnel and ambulances shall be allowed without any restriction.
- ii. Inter-State movement of all types of goods/ cargo, including empty trucks are allowed.
- iii. Movement of any type of goods/ cargo for cross land-border trade under Treaties with neighbouring countries shall not be stopped.

**11. The following Standard Operating Procedures (SOPs) issued by MHA, Government of India/ State Government will continue to operate:**

- i. SOP on transit arrangement for foreign national(s) in India issued by MHA, Government of India vide Order dated April 2, 2020 **(Annexure-1A)**.
- ii. SOP for return of Indian Nationals (hailing from Odisha) stranded outside the Country issued vide Order No.2552 dt.07.05.2020 of the Govt. of Odisha **(Annexure-1B)**.
- iii. SOP on movement of stranded labour within States/ UTs, issued by MHA, Government of India vide Order dated April 19, 2020. **(Annexure-2)**.
- iv. SOP on sign-on and sign-off of Indian seafarers, issued vide Order dated April 21, 2020. **(Annexure-3)**.
- v. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons, issued by MHA, Government of India vide Order dated April 29, 2020. **(Annexure-4)**.
- vi. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons by train, issued by MHA, Government of India vide Order dated May 01, 2020. **(Annexure-5A)**.
- vii. SOP on sending persons stranded in Odisha to their home states by road/ rail issued vide Order No.2417/R&DM(DM) dated May 01, 2020 of Govt. of Odisha **(Annexure-5B)**.
- viii. SOP on construction sites in Government as well as private sites issued vide letter No.2220/R&DM(DM) dated April 18, 2020 of Govt. of Odisha **(Annexure-6)**.
- ix. SOP on registration and quarantine arrangement of the people stranded in other states who intend to come to Odisha issued vide Order No.2280/R&DM(DM) dated April 22, 2020 **(Annexure-7)**.
- x. SOP on running of temporary medical camps issued vide letter No.2332/R&DM(DM) dated April 27, 2020 of Govt. of Odisha **(Annexure-8)**.
- xi. SOP on operation of Border Check Points (BCPs) to regulate movement of returnees into the State by road issued vide Order No.2423/R&DM(DM) dated May 02, 2020 **(Annexure-9A)**.



- xii. Revised SOP for Border Check Point Operations issued vide L.No.2512/R&DM(DM) dt.06.05.2020 of the Govt. of Odisha (**Annexure-9B**).
- xiii. SOP on movement of Indian Nationals stranded outside the country and of specified persons to travel abroad, issued by MHA, Govt. of India vide Order dated May,05,2020 (**Annexure-10A**).
- xiv. SOP for facilitating return of people to Odisha from Foreign Countries issued vide Order No.2652 dated 13.05.2020 of Govt. of Odisha (**Annexure-10B**).
- xv. SOP on movement of persons by train, issued by MHA, Govt. of India vide Order dated May 11, 2020 (**Annexure-11A**).
- xvi. SOP for passengers travelling by Special trains issued vide Order No.2656 dated May 13,2020 of the Govt. of Odisha (**Annexure-11B**).

## **12. Strict enforcement of the guidelines**

- i. All the District Magistrates/ Municipal Commissioners shall strictly enforce the above measures.
- ii. In order to implement these measures, the District Magistrates/ Municipal Commissioners will deploy Executive Magistrates/ Zonal Deputy Commissioners as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions.

## **13. Penal provisions**

Any person violating these measures will be liable to be prosecuted under the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure 13**.

By orders of the Governor



Chief Secretary, Odisha

**Memo No. 2801/R&DM(DM)**

**Date: 18-05-2020**

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.

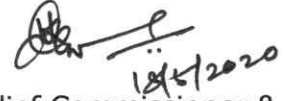


Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Memo No. 2802 /R&DM(DM)**

**Date: 18-05-2020**

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ all RDCs/ Director General of Police/ Director General of Police, Fire Services/Police Commissioner, Bhubaneswar-Cuttack/ All Collectors/ All 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. 2803 /R&DM(DM)**

**Date: 18-05-2020**

Copy forwarded to Member Secretary, National Disaster Management Authority/ 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)



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

**STANDARD OPERATING PROCEDURE (SOP) FOR TRANSIT ARRANGEMENTS FOR FOREIGN NATIONALS STRANDED IN INDIA**

**Sub-Clause (g) in exception to clause 6**

It has been brought to the notice of this Ministry that a number of foreign nationals are stranded in different parts of the country, due to the lockdown measures. Some foreign countries have approached Government of India for evacuation of their nationals to their countries.

2. In view of the above, it has now been decided that requests received from foreign governments, for evacuation of their nationals from India, would be examined by the Ministry of External Affairs (MEA), Government of India on case to case basis. In cases where such requests are endorsed by MEA, the following protocol would be observed:

- i) The chartered flight would be arranged by the concerned foreign government in consultation with the Ministry of Civil Aviation, Government of India.
- ii) Prior to departure, the foreign national(s) would be screened for COVID-19 symptoms as per the standard health protocol. Only those foreign national(s) would be allowed to leave, who are asymptomatic for COVID-19. In case of symptomatic person(s), the future course of treatment would be followed, as per the standard health protocol.
- iii) The local transportation arrangements from the place of stay of the foreign national(s) to the point of embarkation would be arranged by the local Embassy/Consulate of the respective foreign government.
- iv) The transit pass for movement of the vehicle deployed for movement of the foreign national(s) would be issued by the Government of the State/Union Territory where the foreign national(s) is/are staying.
- v) The transit pass, as issued above, would be honoured/ allowed by the authorities of the State/Union Territories along the transit route.



**Government of Odisha  
Office of Special Relief Commissioner**

No. **2552/ R&DM(DM)** Date: **07.05.2020**  
RDM-RLF-MISC-0034-2020

**ORDER**

In order to contain the spread of COVID-19 pandemic, international travel of passengers has been prohibited under Ministry of Home Affairs, Government of India's orders related to lockdown measures.

A large number of Indian Nationals, many of them hailing from Odisha, who had travelled to various countries before the lockdown for 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 Odisha urgently.

MHA, GOI has issued order no. 40-3/2020-DM-I(A) dated 05.05.2020 to facilitate movement of Indian Nationals stranded outside the country. In order to facilitate the return of persons hailing from Odisha from various countries to the State, the following Standard Operating Procedure (SOP) is laid down:

**SOP for return of Indian Nationals (hailing from Odisha) stranded outside the country**

The registration and travel details of various Indian Nationals wanting to return to Odisha will be worked out by Ministry of External Affairs (MEA), in co-ordination with Ministry of Civil Aviation (MOCA) and Department of Military Affairs (DMA) and shared with Government of Odisha.

- All Indian Nationals wanting to return to Odisha shall have to mandatorily register themselves on the State portal <https://covid19.odisha.gov.in/> prior to their departure to India.
- On arrival in Odisha, thermal screening, as per health protocol, shall be carried out for all passengers at the airport/ seaport by H&FW Dept., Government of Odisha.
- The passengers found to be symptomatic during screening shall be taken to designated medical facility as per health protocol.
- The asymptomatic passengers shall be quarantined as per existing practice.



- Any returnee who violates the quarantine protocol shall be liable to be prosecuted as per penal provisions of Disaster Management Act, 2005, Epidemic Diseases Act, 1897, COVID-19 Regulations, 2020 or any applicable law.

By the Order of Governor



Chief Secretary

**Memo No. 2553/R&DM(DM)**

**Date: 07-05-2020**

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. 2554/R&DM(DM)**

**Date: 07-05-2020**

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ Resident Commissioner of Odisha, Delhi/ Director General of Police/ Director General of Police Fire Services/Police Commissioner, Bhubaneswar-Cuttack/ Transport Commissioner/ All RDCs/ All Collectors/ Superintendents of Police/ All Municipal Commissioners for kind information and immediate necessary action.

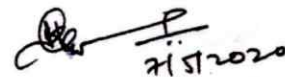


Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Memo No. 2555/R&DM(DM)**

**Date: 07-05-2020**

Copy forwarded to the Foreign Secretary, Ministry of External Affairs, Govt. of India/ Secretary, Ministry of Civil Aviation, Govt. of India/ Chief of Defence Staff, Department of Military Affairs, Ministry of Defence, Govt. of India/ Member Secretary, National Disaster Management Authority/ Joint Secretary (Disaster Management) Ministry of Home Affairs (Disaster Management Division), Government of India/ Director, Biju Patnaik International Airport (BPIA), Bhubaneswar/ Chairman, Paradeep Port Trust for kind information.



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

**Standard Operating System (SOP) for movement of Stranded Labour**

Due to the spread of COVID-19 virus, workers employed in industry, agriculture, construction and other sectors have moved from their respective places of work, and are housed in relief/ shelter camps being run by State/ UT Governments. Since additional new activities, outside the containment zones, have been permitted in the consolidated revised guidelines with effect from 20<sup>th</sup> April 2020, these workers could be engaged in industrial, manufacturing, construction, farming and MNREGA works. In order to facilitate their movement within the State/UT, the following guidelines may be followed:

- i. The migrant labourers currently residing in relief/ shelter camps in States/ UTs should be registered with the concerned local Authority and their skill mapping be carried out to find out their suitability for various kinds of works.
  - ii. In the event, that a group of migrants wish to return to their places of work, within the State where they are presently located, they would be screened and those who are asymptomatic would be transported to their respective places of work.
  - iii. ***It may be noted that there shall be no movement of labour outside the State/UT from where they are currently located.***
  - iv. During the journey by bus, it would be ensured that safe social distancing norms are followed and the buses used for transport are sanitized as per the guidelines of the Health authorities.
  - v. The National Directives for COVID-19 Management issued under the consolidated revised guidelines dated 15<sup>th</sup> April 2020 shall be strictly followed.
  - vi. The local authorities shall also provide for food and water etc., for the duration of their journey.
-



## **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 21<sup>st</sup> 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



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

North Block, New Delhi-110001  
Dated 29<sup>th</sup> April, 2020

**ORDER**

In continuation of Ministry of Home Affairs's Orders No.40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020, 16<sup>th</sup> April, 2020, 19<sup>th</sup> April 2020, 21<sup>st</sup> April 2020 and 24<sup>th</sup> April 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 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:

**Sub-clause (iv) under Clause 17 on Movement of persons:**

- iv. Due to lockdown, migrant workers, pilgrims, tourists, students and other persons are stranded at different places. They would be allowed to move as under:
  - a. All States/ UTs should designate nodal authorities and develop standard protocols for receiving and sending such stranded persons. The nodal authorities shall also register the stranded persons within their States/ UTs.
  - b. In case a group of stranded persons wish to move between one State/ UT and another State/ UT, the sending and receiving States may consult each other and mutually agree to the movement by road.
  - c. The moving person (s) would be screened and those found asymptomatic would be allowed to proceed.
  - d. Buses shall be used for transport of groups of persons. The buses will be sanitized and shall follow safe social distancing norms in seating.
  - e. The States/ UTs falling on the transit route will allow the passage of such persons to the receiving State/ UT.
  - f. On arrival at their destination, such person(s) would be assessed by the local health authorities, and kept in home quarantine, unless the assessment requires keeping the person(s) in institutional quarantine. They would be kept under watch with periodic health check-ups. For this





Government of India  
Ministry of Home Affairs

North Block, New Delhi-110001  
Dated 1<sup>st</sup> May, 2020

**ORDER**

In continuation of Ministry of Home Affairs's Orders No.40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020, 16<sup>th</sup> April, 2020, 19<sup>th</sup> April, 2020, 21<sup>st</sup> April, 2020, 24<sup>th</sup> April, 2020 and 29<sup>th</sup> April, 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 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:

**Sub-clause (v) under Clause 17 on Movement of persons by trains:**

- v. Movement of migrant workers, pilgrims, tourists, students and other persons, stranded at different places, is also allowed by special trains to be operated by Ministry of Railways (MoR). MoR will designate nodal officer(s) for coordinating with State/ UTs for their movement. MoR will issue detailed guidelines for sale of tickets; and for social distancing and other safety measures to be observed at train stations, train platforms and within the trains.

The rest of the conditions stipulated for Movement of persons vide Sub-clause (iv) [a,b,c,e,f] will continue to apply to such movement.

  
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.





ଓଡ଼ିଶା ସରକାର  
ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ  
(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)  
**GOVERNMENT OF ODISHA**  
**REVENUE & DISASTER MANAGEMENT DEPARTMENT**  
**(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

STATE GOVT, GOVT OFFICE-9 B B ROAD  
RAJIV BHAWAN, BHUBANESWAR-751001

Ph. No. 0674-2534177  
Fax : 0674 - 2534176  
e-mail: sroodishagovt@gmail.com  
sro.odr@nic.in

Letter No. **2417/R&DM(DM)**, Date: **01.05.2020**

To

**All Collectors**

**All Municipal Commissioners**

The Ministry of Home Affairs, Government of India, vide order no. 40-3/2020-DM-19A) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourist, students and other persons stranded at different places due to the lockdown, to their home states.

Government of Odisha has put in place a robust monitoring system of the migrants, both inside and outside the State. The details of the officers designated as nodal officers for various states for necessary co-ordination are provided in annexure.

The following SOP is to be strictly followed for sending persons stranded in Odisha to their home states, by road/ rail:

1. Prior approval of recipient State shall be obtained before departure of any train/ bus from your district/ municipal corporation
2. For road journey by means of bus/ vans, the transit pass will be provided by you and the counterpart Collectors/ Commissioners of Municipal Corporation/ State Co-ordinator in the recipient State shall be informed with the details of passengers, destination (district & block) and their mobile numbers. One of the passengers, having a smartphone, may be designated as the Group Co-ordinator, whose mobile number may be passed on to the recipient Collector/ Municipal Commissioner/ State Co-ordinator
3. The destination Station/ Border Check Point in the recipient State for each train/ bus/ van will be decided by recipient State Government
4. The returnees should be grouped Block-wise/ District-wise, while boarding the buses/ vans/ trains, as far as possible, for easier logistics



5. As required under the MHA guidelines, the passengers have to be screened for health status in your district/ municipal corporation and only after proper assessment they should be cleared for travel
6. No person/ group of persons should be allowed to travel unless they have an appropriate authorisation issued by you/ your designated officer.

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


Memo No. 2418/R&DM(DM)      Date: **01-05-2020**

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. 2419/R&DM(DM)      Date: **01-05-2020**

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 Superintendents of Police for kind information and immediate necessary action.

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



**Annexure: List of nodal officers of Government of Odisha**

Sl.	Name of the State	Name of the Nodal Officer	Contact Number
1	Telangana	Dr. Yeddula Vijay, IAS	0674-2323068
2	Andhra Pradesh	B. Parameswaran, IAS	0674-2393275
3	West Bengal	Bhaskar Jyoti Sarma, IAS	0674-2390116
4	Gujarat	Dr. Nitin Bhanudas Jawale, IAS	0674-2543461
5	Maharashtra	Rajesh Prabhakar Patil, IAS	0674-2392906
6	Tamil Nadu	Chithra Arumugam, IAS	0674-2536631
7	Bihar	Md. Sadique Alam, IAS	0674-2573310
8	Jharkhand	Md. Sadique Alam, IAS	0674-2573310
9	Kerala	Dr. M Muthukumar, IAS	0674-2395532
10	New Delhi & NCR	Ravi Kant, IPS	011-23018488
11	All other states	Amitabh Thakur, IPS	0674-2533230





**ଓଡ଼ିଶା ସରକାର**  
**ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ**  
**(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)**  
**GOVERNMENT OF ODISHA**  
**REVENUE & DISASTER MANAGEMENT DEPARTMENT**  
**(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

ରାଜୀବ ଭାଘନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
RAJIV BHAWAN, BHUBANESWAR-751001Ph. No. 0674-2534177  
Fax : 0674 – 2534176  
e-mail: srcodishagov@gmail.com  
src.or@nic.inNo. 2220 /R&DM(DM) Date: 18-04-2020  
RDM-RLF-MISC-0034-2020

From  
Pradeep Jena, IAS  
Special Relief Commissioner &  
Additional Chief Secretary to Government  
(Disaster Management)

To  
All Departments of the Government  
All Revenue Divisional Commissioners  
All Collectors

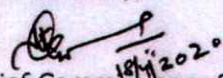
***Sub: Standard Operating Procedure for construction sites in Government as well as Private sectors to prevent spreading of COVID-19.***

Madam/Sir,

You are aware that the Government of Odisha in Revenue & Disaster Management (Disaster Management) Department vide their letter No. 2214/R&DM(DM) dt.17.04.2020 has issued detailed order regarding extension of lockdown period till midnight of dt.03.05.2020. In the said order several activities of different sectors have been allowed. The said order also emphasises various conditions and standard operating procedure for social distancing and maintenance of hygiene in the work places in order to prevent spreading of Corona virus. Further the State is experiencing high temperature and heat wave condition is likely to prevail in some parts of the State.

Therefore, it is requested to adopt preventive measures in construction sites to contain spread of COVID-19 and to combat the heat wave situation. Accordingly, this office has issued Standard Operation Procedure for construction sites. The Standard Operation Procedure should be followed scrupulously. Copy of the Standard Operating Procedure in English and Odia is enclosed herewith for wide circulation among the stakeholders.

Yours faithfully,

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



**Standard Operating Procedure in the Government as well as private construction sites to prevent spreading of COVID-19 and to protect the workers/construction personnel from heat wave.**

1. Social distancing parameters are to be strictly enforced at the work sites among the labourers, technicians, supervisors and others involved in the construction process.
2. Face masks are to be mandatorily used by all persons during the entire period of stay in the work site.
3. If workers are required from outside, special transportation facility shall be arranged by the Contractor/ Construction Agency without any dependency on the public transport system. These vehicles should be allowed to operate with 30-40% of their passenger capacity.
4. In case of labour camps operating at the work site, social distancing norms shall be observed in working areas, sleeping quarters and as well as in dining areas. No gathering or close proximity among workers shall be allowed.
5. Contractor/ Construction Agency will ensure provision of hand wash with buckets of water and mugs with soap and towel arranged in such a way that workers don't have to gather around to wash their hands.
6. The Contractor/ Construction Agency will put up display boards containing do's and don'ts issued by Health and Family Welfare Department for prevention of spreading of COVID-19 at the construction site.
7. Contractor/ Construction Agency will conduct orientation/training programme for the workers in hand washing and personal hygiene.
8. Workers of more than 60 years of age are not to be allowed to work in the worksite.
9. Sick, elderly and people having symptoms of cold, cough, sneezing are not to be allowed to work at any cost. If such symptoms are seen with workers, Contractors/ Construction Agencies will make arrangement for health consultations of concerned workers in the nearest health centre.
10. Anybody detected with Severe Acute Respiratory Indications (SARI) and Influenza like Indications (ILI) is to be immediately reported to the nearest PHC/ CHC/ Health Centre/ District HQ Hospital/nearest administrative office such as Block Office/Tahasil Office and all steps will be taken as per advice of the health centre.



11. There shall be complete prohibition of tobacco, gutkha and spitting in work sites.
12. Contractor/ Construction Agency/ Executive Officer in-charge will keep a list of Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients at all times.

Besides these, in view of the rising temperature the following heat wave preventive measures are to be observed in work places.

1. Adequate shading arrangement must be made at the work places to protect the workers from scorching heat.
2. No work should be executed during the peak hours from 11.00 am to 3.00 pm.
3. There should be adequate, safe potable drinking water for the workers and other personnel.
4. There should be first-aid-box containing essential medicines, ORS, Glucose etc. at the worksite for the workers.
5. Safety Health and Environment (SHE) parameters will be observed at construction sites.

The Contractor/ Construction Agency/ Officer in charge of the construction work should ensure that all the above conditions are in place before starting the work.

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**GOVERNMENT OF ODISHA**  
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ରାଜୀବ ଭାବନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
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No. 2280 /R&DM(DM)

Date: 22-04-2020

From

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

To

The Principal Secretary to Govt., Panchayati Raj & DW Dept.  
The Principal Secretary to Govt., Housing & UD Dept.

**Sub: Procedure for Registration and Quarantine Arrangement for the people stranded in other States who intend to come to Odisha after the lockdown is over**

Sir,

The State Government vide orders No.2232/ R&DM(DM) dated 17.04.2020 and No.2235/R&DM(DM) dated 17.04.2020 have authorised the Gram Panchayats and the Urban Local Bodies (ULBs) to make arrangements for registration and quarantine of the people stranded in other States who intend to come to Odisha after the lockdown is over. For implementation of the same, the Government have further directed as follows:-

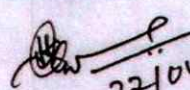
1. Every GP and ULB will have a registration facility to facilitate return of the people intending to return to the State after the lockdown. The family members, relatives of such people will register with the facility. The person intending to return may also register directly with the concerned GP/ ULB. The GP/ ULB may also register the names of such people *suo motu* on getting information from appropriate sources.
2. GPs/ ULBs may utilize web based solution to facilitate registration process. Panchayati Raj & DW Department may develop web application at the earliest and roll out the same both for rural and urban areas. Appropriate formats for rural and urban areas may be developed to enable people to register properly.
3. PR&DW Department will identify a nodal officer for each GP to be called as Gram Panchayat Nodal Officer (GPNO) who will facilitate registration. Similarly,



H&UD Department will identify a nodal officer for one or a cluster of wards to be known as Ward Nodal Officer (WNO). The website may contain the name and telephonic contact number of such officers for prospective applicants to contact for smooth and hassle-free registration.

4. Every quarantine person shall be stamped with date in indelible ink. Panchayati Raj & DW Department will requisition required quantity of indelible ink from Mysore facility for both the Departments.
5. Panchayati Raj & DW Dept. will issue detailed guidelines and directions to the Sarpanches to make necessary arrangements for quarantine facility including accommodation, food, water, bathing facility, sanitation and treatment.
6. Similar instruction shall be issued by the Housing & UD Department for making arrangements in institutional quarantine facilities.
7. Where persons are allowed home quarantine, proper sticker must be affixed on the front of the house. Such person(s) must be closely monitored to ensure that they abide by and adhere to quarantine guidelines of Health & Family Welfare Department.
8. H&UD Department may make arrangement in coordination with hotels for quarantine of people on payment by the persons who wish to avail such facility. The expenditure on such paid quarantine facility shall be borne by the person concerned who shall abide by rules, regulations and terms & conditions, if any, of the paid quarantine facility.
9. PR&DW Department and H&UD Department may make detailed arrangement for proper monitoring of the quarantined persons.
10. The expenditure on provision of temporary accommodation, food, drinking water, sanitation and medical care, etc. for the people in quarantine camps (other than home quarantine) shall be met out of State Disaster Response Fund (SDRF). Permanent nature of constructions may not be booked to SDRF.
11. Upon successful completion of quarantine period in the institutional quarantine facility, Government in respective Departments may make all arrangements for payment of incentive for which detailed guidelines may be issued in consultation with and concurrence of Finance Department, if required.

Yours faithfully,

  
22/04/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)





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**GOVERNMENT OF ODISHA**  
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By Fax/e-mail/Post

ରାଜୀବ ଭବନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
 RAJIV BHAWAN, BHUBANESWAR-751001

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 src.or@nic.in

No. 2332 /R&DM(DM) Date: 27.04.2020

From

Pradeep Jena, IAS  
 Special Relief Commissioner &  
 Principal Secretary to Government  
 (Disaster Management)

To

The Principal Secretary to Government,  
 Panchayati Raj & DW Department/ Housing and UD Department

**Sub: Approval of unit cost for running of Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period**

Ref: PR&DW Department letter No.7767/ dated 24.4.2020

Sir,

The Government has approved the following expenditure for Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period: -

1. Food expenditure: **Rs.120/-** per Adult Per day and **Rs.100/-** per Child below 14 years per day for the period of 14 days from the date of report in the GP/ ULB.
2. Personal Hygiene Kit (for the 14 Day period): **Rs.300/-** per person (tooth brush, paste, tongue cleaner, soaps, oil, razor, masks, sanitary pad, mug, bottle, bucket, etc )
3. Two bed sheets and two pillow covers may be procured for each bed (Where not available on hire or not procured out of other fund).
4. Cleaning, Sanitation, Security: Cost as per actual not exceeding **Rs.2000/-** per day per facility.

Procurement of Beds (cots and mattresses, pillows) may be made through hiring and hiring cost can be charged to SDRF. If these have to be procured, funds under other schemes of the concerned Department may be utilized.

Detailed account of persons kept in the TMC shall be maintained in a register. The data of such people shall be uploaded in the official website of the concerned district.

Details of people engaged for cleaning and maintenance of the facilities shall also be maintained for record.

This norm shall also be applicable to H & UD Dept for all ULBs.

The Guidelines for Management of Temporary Medical Camps / Quarantine Centres is attached, which may be followed in letter and spirit for smooth management of the camps.

Yours faithfully,

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



## Guidelines for Management of Temporary Medical Camps / Quarantine Centres

Government has ordered the Panchayati Raj Department and Housing & Urban Development Department to maintain Medical Centres where people from outside the State on their return to their villages or towns shall be quarantined mandatorily for a period of fourteen (14) days before being allowed to go to their homes, if found otherwise fit. The task of managing these centres in turn has been assigned to Gram Panchayats (GPs) & Urban Local Bodies (ULBs), who have also been instructed to register all such people intending to return to the State mandatorily. No one from outside the State shall go to their homes / houses without being subjected to and satisfactorily completing the mandatory quarantine in a place so ordered / allowed by the concerned Gram Panchayat or ULB.

It is, therefore, important that GPs/ ULBs, select and prepare such number and with such bed capacity of Medical / Quarantine facilities with provision for accommodation along with facilities for bath and toilets, etc. While preparing such facilities, it must be kept in mind that people who may be required to be quarantined may comprise of men, women and children and people of all ages - old to children and infants and people with sickness, physically and mentally challenged. Among women, there may be some pregnant and lactating women and adolescent girls. While organizing such facilities, needs of each of these category of people must be taken into consideration. The three sacred principles that must be kept in mind and must be followed are **(a) Privacy (b) Safety and (c) Dignity**. As far as **Privacy** is concerned separate rooms, baths and toilets must be arranged for men and women. In case there are people from LGBT community, separate provisions should be made. Special needs of differently abled people must also be addressed. When it comes to **Safety**, all persons so accommodated should never have a feeling of being under threats of any kind. **Safety** of women and children and their security concerns need to be addressed specially. **Dignity** of individuals must be respected by all concerned - those managing the facilities and those who stay there. **Respect** for individuals – their religion, caste, and faith and beliefs must be respected. No **discrimination** of any sort shall be practised, promoted or tolerated.

**Social distancing** and **personal hygiene** being the only known method to break the chain of spread of COVID-19 infection from person to person, it needs to be meticulously observed especially in camps both by the inmates and service personnel. Camp manager will ensure this in letter and spirit.

The following guidelines shall be followed for smooth management of TMCs and quarantine centres.

<b>Camp arrangement</b>	<ol style="list-style-type: none"><li>1. A register will be maintained in the camp containing details about the people staying including information about pregnant women, infants, elderly, people with existing health condition and persons with disability.</li><li>2. There will be an information board containing the contact details of Sarpanch, GP Nodal Officer, Local Medical Officer, ASHA, Anganwadi Worker, and ANM.</li></ol>
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3. The beds should be arranged in such a way that at least one meter distance remains between 2 beds.
4. Appropriate planning & demarcations shall be made in advance to ensure social distancing in the camp. Required disabled-friendly arrangements shall also be made, wherever required, to the extent possible.
5. Separate rooms and separate toilet arrangement to be made for men and women.
6. Separate room for LGBT members, if any, may be arranged.
7. If possible, separate room for pregnant women/ lactating mothers may be arranged.
8. Appropriate arrangements for cleaning and drying of clothes by the inmates shall be made.
9. Proper light and fan arrangement to be made. Electrical safety must be adhered to.
10. Adequate number of plug points may be provided for mobile charging.
11. Local police shall be kept informed about the location of the camp and number of people staying in it. Police may be requested to make basic security arrangement or arrange for regular and periodic visit to such camps during day as well as at night.
12. Banners/ Posters containing information on Do's and Don'ts for prevention of spread of COVID-19 and social distancing should be displayed in appropriate places in the camp.
13. The camp manager may explore possibility of arranging story telling by the local teacher or AW Worker/ Health Worker for the children to keep them engaged. Similarly, 'Puraana Patha' or any other activity may be organized for others.
14. Voluntary support of NGOs, CSOs and other such local organizations/individuals may be taken for organizing yoga session, painting competition for children, Antakshyari, motivational talk, story telling, health care awareness discussions, etc. psycho-social counseling by trained personnel and other activities in the camp.
15. The services of trained personnel available with the District Legal Services Authority may also be utilized for above activities.



	<p>16. District Administration and camp managers may utilize the volunteers registered in the new COVID SANGRAMI volunteer portal created by OSDMA.</p>
<p><b>Items to be provided free of cost to each inmate in the camp</b></p>	<ol style="list-style-type: none"> <li>1. Tooth brush-1</li> <li>2. Tongue cleaner-1</li> <li>3. Small tooth paste-1</li> <li>4. Bathing soap (50-75 gm)-1</li> <li>5. Washing soap (150-200 gm)-1</li> <li>6. Bucket-1</li> <li>7. Plastic mug-1</li> <li>8. Coconut oil bottle (50 ml)-1</li> <li>9. Comb-1</li> <li>10. Water bottle (1 Ltr.)-1</li> <li>11. Razor (disposable) -1 (for men only)</li> <li>12. Mosquito repellent coil – 1 packet</li> <li>13. Double layer washable face mask- 2</li> </ol> <ul style="list-style-type: none"> <li>• Sanitary pads for the women and young girls as per requirement may be supplied from ASHA/ local WSHGs/ other local facility, as and when required.</li> </ul>
<p><b>Sanitation</b></p>	<ol style="list-style-type: none"> <li>1. Proper sanitation shall be maintained in the camp with minimum 3 time cleaning of common spaces.</li> <li>2. Spitting, smoking and chewing of tobacco are strictly prohibited.</li> <li>3. As far as possible, disposable plates are to be used for eating.</li> <li>4. The used plates shall be disposed off in a pit at a safe distance and covered with soil. The place is to be disinfected with bleaching powder from time to time.</li> <li>5. No one in the camp will be permitted to use personal items of others.</li> </ol>
<p><b>Food</b></p>	<ol style="list-style-type: none"> <li>1. Food should be cooked hygienically and served preferably as per the following timings: <ul style="list-style-type: none"> <li>○ Breakfast: 8.00 am to 9.00am</li> <li>○ Lunch: 12.30 noon to 2.00 pm</li> <li>○ Evening tea and snacks: 5.00 pm</li> <li>○ Dinner: 7.30 pm to 9.00 pm</li> </ul> </li> </ol>



	<ol style="list-style-type: none"> <li>2. Food should be palatable and meet the need of old, sick, children, pregnant and lactating women.</li> <li>3. Efforts will be made by the Camp Manager to arrange chhatua and any other foods such as milk, egg and biscuits for children as far as possible.</li> <li>4. Potable and safe drinking water to be provided, preferably, boiled, filtered and if required, treated with halazone tablets.</li> </ol>
<b>Health Care</b>	<ol style="list-style-type: none"> <li>1. People coming to the camp with fever and cold symptoms shall be immediately segregated from others and it shall be brought to the notice of the local medical officer for required screening and treatment.</li> <li>2. Daily monitoring of health condition of all inmates shall be done by the ASHA/AWW/ANM/ health personnel.</li> <li>3. Any suspected person with SARI (Severe Acute Respiratory Infection) and ILI (Influenza Like Infection) symptoms shall be immediately shifted to designated health facility.</li> <li>4. All inmates will wear their mask during the entire period of stay in the camp.</li> <li>5. Keen attention will be given for earliest detection of diseases like measles, diarrhoea, cholera and skin diseases in the camp and immediate steps shall be taken for their treatment.</li> <li>6. First Aid box and sufficient ORS packets are to be kept in the camp.</li> <li>7. Special care and attention should be given to the elderly, sick and differently abled.</li> <li>8. Local ASHA and Anganwadi Worker will pay regular visit to the camp to monitor the health of pregnant and lactating women and children and facilitate their special needs.</li> </ol>

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RAJIB BHAWAN, BHUBANESWAR-751001

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Letter No. 2423/R&DM(DM), Date: **02.05.2020**

To

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

The Ministry of Home Affairs, Government of India, vide order no. 40-3/2020-DM-I9A) dated 29.04.2020 has allowed movement of migrant workers, pilgrims, tourist, students and other persons stranded at different places due to the lockdown, to their home states.

Therefore, **Border Check Points (BCPs)** are to be established (at the annexed locations) to regulate the movement of persons into the State by road. The following SOP is to be strictly followed for BCP operation for handling of incoming persons/ vehicles:

1. Persons intending to enter into/ transit through Odisha shall be allowed entry only through one of the designated Border Check Points (BCPs)
2. Odisha Police will operate the BCPs. An officer not below the rank of an Inspector of Police, shall be in-charge of the BCP. He/ She shall be assisted by other officers & staff as may be required
3. BCP will also have an appropriate number of officials & staff from RTO/ Transport Commissioner's office to assist the Police
4. Transport Commissioner shall provide computer, printer, data entry operators as well as UPS, Generators and other logistics support, if any, for the purpose of operating the BCP
5. Accommodation/ temporary shed, arrangements of drinking water/ temporary toilets will be organised by the District Administration
6. One Health Team with at least one Doctor/ Ayush Doctor, HW(M), HW(F) with basic equipment will be deployed by the H&FW Dept./ CDMO to attend to medical requirements, if any
7. Passengers travelling by road, either in group or individually, shall report to BCP where their details will be checked with the pre-registration data
8. In case any passenger/ vehicle is not registered, spot registration will be done at the BCP



9. After registration, all incoming vehicles will be provided with a vehicle pass (pre-printed by Transport Commissioner) to be given by the BCP in-charge containing required information (such as vehicle number, destination, number of passengers, route to be followed) to be affixed on the wind screen of the vehicle. The Pass will remain affixed conspicuously on the wind screen throughout the journey within Odisha
10. The BCP will enter the required data in the appropriate module of State portal (<https://covid19.odisha.gov.in/>) which will indicate the number of passenger, vehicle details and destination. The module will be accessed by the District Administration for the purpose of advance preparation.
11. The passengers will be stamped with indelible ink, on the right inner forearm, indicating the entry date, by the staff of the BCP.
12. District Administration/ Municipal Corporation may arrange appropriate food packets for the returnees.

  
21/5/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

Memo No. 2424/R&DM(DM)

Date: **02-05-2020**

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.

  
21/5/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

Memo No. 2425/R&DM(DM)

Date: **02-05-2020**

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ Director General of Police/ Transport Commissioner/ Shri Amitabh Thakur, IPS, Special Secretary, Home Dept./ All Revenue Divisional Commissioners for kind information and necessary action.

  
21/5/2020  
Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)



**Annexure: List of Border Check Points (BCPs) for movement of stranded people into Odisha**

1. Biramitrapur, Sundergarh
2. Champua, Keonjhar
3. Chandili, Koraput
4. Girisola, Ganjam
5. Jamsola, Mayurbhanj
6. Kanktora, Jharsuguda
7. Kerada, Rayagada
8. Khariar Road, Nuapada
9. Laxman Nath, Balasore
10. Luharchati, Bargarh
11. Motu, Malkanagiri
12. Sunki, Koraput





**Government of Odisha**  
**Office of Special Relief Commissioner**

Letter No. **2512/R&DM(DM)**, Date: **06.05.2020**

To

**Transport Commissioner, Odisha**  
**All Collectors**  
**All Municipal Commissioners**  
**Commissioner of Police, Bhubaneswar-Cuttack**  
**All Superintendents of Police**

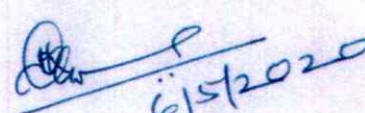
**Sub: Revised SOP for Border Check Point (BCP) Operations**

It has been observed that registration of returnees to Odisha travelling in buses, who have not pre-registered, is at times causing congestion at the BCPs. Therefore, registration of individual returnees at the BCP may not be insisted upon. However, the registration of the vehicle with details of driver (name, driving license no.), no. of passengers and destination district(s) is absolutely necessary.

Vehicle entry pass, as per the prescribed format, will be printed in duplicate. First copy will be affixed on the windscreen of the vehicle and second copy will be handed over to the driver with an instruction to report to the destination district reception centre.

All passengers shall be stamped on their right inner forearm, as per the order of SRC No. 2436/ R&DM(DM) dated 02.05.2020 at the BCP.

The reception centre at the destination district will verify the no. of people arrived vs. the details in the second copy of the vehicle entry pass provided by the driver. In case of any discrepancy in the number of people, the vehicle and the driver shall be detained for further investigation and action shall be taken as per law.

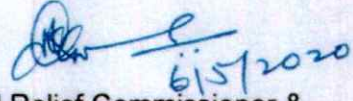
  
 Special Relief Commissioner &  
 Additional Chief Secretary to Govt.  
 (Disaster Management)



Memo No. 2513/R&DM(DM)

Date: **06-05-2020**

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.

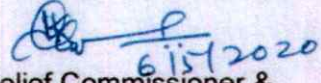


Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

Memo No. 2514/R&DM(DM)

Date: **06-05-2020**

Copy forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ Director General of Police/ Shri Amitabh Thakur, IPS, Special Secretary, Home Dept./ All Revenue Divisional Commissioners for kind information and necessary action.



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



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

North Block, New Delhi-110001  
Dated 5<sup>th</sup> May, 2020

**ORDER**

In continuation of Ministry of Home Affairs' Orders No.40-3/2020-DM-I(A) dated 1<sup>st</sup> 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 issues Standard Operating Protocols (SOPs), for ***movement of Indian Nationals stranded outside the country and of specified persons to travel abroad, as Annexed*** herewith, to Ministries/Departments of Government of India, State/Union Territory Governments and State /Union Territory Authorities with the directions for its strict implementation.

  
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 5<sup>th</sup> 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 to be arranged by Ministry of Civil Aviation (MOCA); and, naval ships to be arranged by Department of Military Affairs (DMA). 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 MoCA/ DMA 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.** Before boarding, all travellers shall give an undertaking that they would undergo mandatory institutional quarantine for a minimum period of 14 days on arrival in India, at their own cost.
- ix.** All travellers will also be required to give an undertaking that they are making the journey at their own risk.
- x.** At the time of boarding the flight/ ship, MEA will facilitate thermal screening as per health protocol. Only asymptomatic travellers would be allowed to board the flight/ ship.
- xi.** 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.
- xii.** Self-declaration form (with health and personal details) in duplicate will be filled in advance by all passengers coming from any point of entry, i.e., land, sea or airports, and a copy of the same will be given to Health and Immigration officials present at the airport/ seaport/ landport.
- xiii.** While on board the flight/ ship, the health protocol of MoCA/ DMA will be strictly followed. This would include wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. to be observed by airline/ ship staff, crew and all passengers.
- xiv.** On arrival, thermal screening, as per health protocol, would be carried out in respect of all the passengers by the Health officials present at the airport/ seaport/ landport.
- xv.** All passengers shall be asked to download *ArogyaSetu* app on their mobile devices.
- xvi.** The passengers found to be symptomatic during screening shall be immediately taken to medical facility as per health protocol.
- xvii.** The remaining passengers shall be taken to suitable institutional quarantine facilities, to be arranged by the respective State/ UT Governments. These facilities may be as far as possible, in the district headquarters, of the district to which the arriving passengers belongs.
- xviii.** These passengers shall be kept under institutional quarantine for a minimum period of 14 days.
- xix.** If they test negative after 14 days, they will be allowed to go home and will undertake self-monitoring of their health for 14 more days as per protocol. The remaining persons will be shifted to the medical facility by the State/ UT Government.

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## **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.** 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.
- iv.** The travel from India shall be by on the non scheduled commercial flights that are being arranged by MoCA for bringing back stranded Indian Nationals from abroad.
- v.** The cost of travel, as specified by MoCA, will be borne by such travellers.
- vi.** 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.
- vii.** While on board the flight, health protocol as issued by MoCA will be strictly followed. This would include wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. to be observed by airline staff, crew and all passengers.

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**Government of Odisha  
Office of Special Relief Commissioner**

**No. 2652/ R&DM(DM) Dt.13-05-2020**  
RDM-RLF-MISC-0041-2018

**ORDER**

Government of Odisha has issued Standard Operating Procedure (SOP) to be followed for return of Indian Nationals, hailing from Odisha, stranded outside the country vide Revenue and DM Department Order No. 2552/R&DM(DM) dated 07.05.2020. In continuation of the said Order, the following SOP may be observed for smooth return of Indian Nationals, stranded in foreign countries, to Odisha.

**SOP for Facilitating Return of People to Odisha from Foreign Countries**

1. People intending to return to Odisha from foreign countries shall have to register themselves on the state portal <https://covid19.odisha.gov.in> prior to their departure from the foreign country.
2. E&IT Department shall utilise the existing Outbound Call Centre to facilitate collection of relevant passenger information as per the list obtained from Airlines, segregate it District/ Municipal Corporation wise and send it to the concerned Collectors/ Municipal Commissioners.
3. The Collector/ Municipal Commissioner will accordingly make necessary arrangement to communicate relevant information to the concerned Gram Panchayat Nodal Officer (GPNO)/ Ward Nodal Officer (WNO) for ensuring compliance of home quarantine/ paid quarantine protocols.

**Arrangements at the Airport:**

4. Commissioner of Bhubaneswar Municipal Corporation in coordination with the Airport Authority /CISF/ Odisha Police shall set up required number of facilitation counter(s) at the Biju Patnaik International Airport, Bhubaneswar.
5. On landing at Biju Patnaik International Airport, the passengers will de-plane in a regulated manner (20 passengers in a batch) and walk with their hand baggage to the facilitation counter(s) set up at an earmarked area outside the terminal building. All passengers shall be stamped with indelible ink on their right inner forearm and thermally screened.
6. The symptomatic passengers will be segregated and sent to an isolation bay for completing their immigration formalities and will be shifted to the institutional facility for testing and quarantine by District/ Municipal authorities. The airline ground



handling staff will collect the check-in baggage of such passengers from the conveyor and load in the dedicated vehicle/ ambulance.

7. Asymptomatic passengers will be allowed to proceed to the immigration in the terminal building and, after immigration, they will be allowed to proceed to their home or paid quarantine facility on their own arrangement. Such passengers will be required to give an undertaking to remain in home/ paid quarantine facility and follow the protocols for a period of 28 days.
8. Hand baggage and Check-in luggage of passengers shall be sprinkled with disinfectant spray by the Health/ Municipal Corporation/ Fire Service personnel.
9. No porter service will be available in the airport.
10. CISF/ Bureau of Immigration will ensure safe movement of passengers on the tarmac and within the terminal and restrict vehicle movement accordingly.

**Transport Arrangement:**

11. Movement of passengers and drivers of the vehicles from the airport shall be allowed on the basis of boarding pass. Operation of cab aggregators like Ola and Uber will be allowed for the purpose. CRUT may operate limited services from airport for convenience of passengers, with valid boarding pass.

**Quarantine Monitoring:**

12. Outbound Call Centre shall monitor the passengers in paid quarantine through phone calls to ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.
13. GPNO/ WNO shall affix Home Quarantine sticker on the houses of the returnees in case of home quarantine. If the house is found to be unsuitable for home quarantine, GPNO/ WNO may order for institutional quarantine.
14. GPNO/ WNO will regularly check/ monitor the returnees in home quarantine and ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.
15. In case, the person manifests any symptom during home quarantine, he/ she shall inform 104 Helpline and thereafter, if necessary, he/ she will be transferred to the Covid Care Centre/ Covid-19 Hospital and further steps shall be taken as per protocols prescribed by H&FW Department.
16. In case of violation of the quarantine guidelines and norms of social distancing, the GPNO/ WNO shall report the matter to the Collector/ Municipal Commissioner for initiating necessary legal action against the person concerned.

Shri Ravi Kant, Special Resident Commissioner, Govt. of Odisha, New Delhi shall be the Nodal Officer for coordinating with MEA, MOCA and DMA for return of Indian Nationals, hailing from Odisha. Shri Madhusudan Padhi, Principal Secretary to Govt., Commerce & Transport Department shall coordinate the matter at State level.

By order of the Governor




Chief Secretary, Odisha



**Memo No. 2653/R&DM(DM)**

**Date: 13-05-2020**

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.


  
13.05.2020

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

**Memo No. 2654/R&DM(DM)**

**Date: 13-05-2020**

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.


  
13.05.2020

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

**Memo No. 2655/R&DM(DM)**

**Date: 13-05-2020**

Copy forwarded to the Foreign Secretary, Ministry of External Affairs, Govt. of India/ Secretary, Ministry of Civil Aviation, Govt. of India/ Chief of Defence Staff, Department of Military Affairs, Ministry of Defence, Govt. of India/ Member Secretary, National Disaster Management Authority/ Joint Secretary (Disaster Management) Ministry of Home Affairs (Disaster Management Division), Government of India/ Director, Biju Patnaik International Airport (BPIA), Bhubaneswar/ Chairman, Paradip Port Trust for kind information.

  
13/05/2020

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



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

North Block, New Delhi-110001  
Dated 11<sup>th</sup> May, 2020

**ORDER**

In continuation of Ministry of Home Affairs's Orders of even number dated 1<sup>st</sup> May 2020 and 5<sup>th</sup> 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 issues Standard Operating Protocol (SOP), for movement of persons by train, as Annexed herewith, to Ministries /Departments of Government of India, State/Union Territory Governments and State /Union Territory Authorities, with the directions for their strict implementation.

  
11/05/2020  
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 persons by train**

In order to facilitate movement of persons by trains, the following SOP is hereby laid down:

- i. Movement of trains shall be permitted by Ministry of Railways (MoR), in a graded manner, in consultation with Ministry of Health & Family Welfare (MoHFW) and Ministry of Home Affairs (MHA).
  - ii. Train schedule; protocols for booking, entry and movement of passengers; and coach service specifications shall be widely publicized by MoR.
  - iii. Only those passengers with confirmed e-tickets shall be allowed to enter the station.
  - iv. The movement of the passenger(s) as well as the driver of the vehicle transporting the passenger(s) to and fro the railway station shall be allowed on the basis of the confirmed e-ticket.
  - v. MoR shall ensure the following at the train stations:
    - a. All passengers shall be compulsorily screened and only asymptomatic passengers are allowed to enter/ board the train.
    - b. All passengers shall be provided with hand sanitizer at entry and exit points at station and in coaches.
    - c. All passengers shall be wearing face covers/ masks at entry and during travel.
  - vi. During boarding and travel, all passengers will have to observe social distancing.
  - vii. Health advisories/ guidelines will be circulated by MoR through Information, Education and Communication (IEC) campaign for their staff and passengers.
  - viii. On arrival at their destination, the traveling passengers will have to adhere to such health protocols as are prescribed by the destination State/ UT.
- 

  
11/05/2020.





**Government of Odisha  
Office of Special Relief Commissioner**

**No. 2656/ R&DM(DM) Dt.13-05-2020**  
RDM-RLF-MISC-0041-2018

**ORDER**

Ministry of Home Affairs, Government of India, vide its Order No.40-3/2020-DM-I(A) dated 11.05.202, has laid down Standard Operating Protocol (SOP) in order to facilitate movement of persons by trains. Accordingly, Ministry of Railways, Government of India has decided to run "Special Trains" across the country with effect from 12th May, 2020.

Government of Odisha do hereby lay down the following SOP to facilitate movement of these passengers to and from railway stations from and to their respective destinations.

**Standard Operating Protocol (SOP) for passengers travelling by Special Trains**

**Incoming Passengers:**

1. Indian Railways shall provide the passenger details with mobile phone number to the State Nodal Officer (Shri Manoj Mishra, Commissioner Rail Co-ordination & Special Secretary, Commerce & Transport Dept.) of Govt. of Odisha.
2. E&IT Department shall utilise the existing Outbound Call Centre to facilitate collection of relevant passenger information as per the list obtained from Indian Railways, segregate it District/ Municipal Corporation wise and send it to the concerned Collectors/ Municipal Commissioners.
3. The Collector/ Municipal Commissioner will accordingly make necessary arrangement to communicate relevant information to the concerned Gram Panchayat Nodal Officer (GPNO)/ Ward Nodal Officer (WNO) for ensuring compliance of home/ paid quarantine protocols.
4. District Collector/ Commissioner of Municipal Corporation of destination stations, in coordination with the Indian Railways/ Odisha Police shall set up required number of facilitation counters (preferably 1 for every 3 coaches) at the concerned Railway Stations.
5. The counters shall facilitate screening, stamping and validation of registration. The District/ Municipal Administration will deploy adequate number of health and other personnel in facilitation counters. E&IT Dept. to provide log in facilities to BMC and Balasore Collector for registration purposes.



6. Passengers shall be de-boarded in a regulated manner and directed to the facilitation counters. All passengers shall be stamped in indelible ink on their right inner forearm and thermally screened.
7. GRP/ RPF/ Odisha Police will make elaborate arrangement to maintain discipline and social distancing among passengers at the platform/ facilitation counters and will ensure that no passenger leaves without screening and stamping.
8. The symptomatic passengers will be shifted to institutional facility for quarantine and testing by District/ Municipal authorities.
9. Remaining passengers will be allowed to proceed to their homes/ paid quarantine facility on their own travel arrangement.
10. No porter service will be available in the station.
11. Movement of passengers and drivers of the vehicles from and to designated Railway Stations shall be allowed on the basis of confirmed e-ticket. Operation of cab aggregators like Ola and Uber will be allowed for the purpose. CRUT may operate limited services to and fro railway station for convenience of passengers, with valid e-ticket.
12. The GPNO/ WNO will regularly check/ monitor such returnees and ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.
13. GPNO/ WNO shall affix Home Quarantine sticker on the houses of such returnees and obtain undertaking from them. If the house is found to be unsuitable for home quarantine, GPNO/ WNO may order for institutional quarantine.
14. Outbound Call Centre shall monitor the passengers in paid quarantine through phone calls to ensure that such persons abide by quarantine protocols for a period of 28 days from the date of arrival in Odisha.
15. In case, the person manifests any symptom during home quarantine, he/ she shall inform 104 Helpline and thereafter, if necessary, he/ she will be transferred to the Covid Care Centre/ Covid-19 Hospital and further steps shall be taken as per protocols prescribed by H&FW Department.
16. In case of violation of the home quarantine guidelines and norms of social distancing, the GPNO/ WNO shall report the matter to the Collector/ Municipal Commissioner for initiating necessary legal action against the person concerned.

**Outgoing Passengers:**

1. The movement of passengers as well as driver of the vehicle transporting the passengers to and fro the railway station shall be allowed on the basis of the confirmed e-ticket.
2. Indian Railways/ GRP/ RPF shall make necessary arrangements to ensure that only passengers with confirmed e-tickets shall be allowed to enter railway stations.
3. Indian Railways shall ensure that:
  - a. All passengers shall be compulsorily screened and only asymptomatic passengers are allowed to enter/ board the train.



- b. The symptomatic passengers will be shifted to institutional facility for testing and quarantine.
  - c. All passengers shall be provided with hand sanitizer at entry points in the station and in coaches.
  - d. All passengers shall wear face covers/ masks at entry and during travel.
4. Indian Railways/ GRP/ RPF/ Odisha Police shall ensure that all passengers observe social distancing during boarding and travel.

**General:**

1. GRP/ RPF/ Odisha Police shall ensure adequate deployment at intermittent stations to avoid de-boarding of passengers travelling by the special trains
2. Entry to Railway Stations shall be restricted only to passengers with valid e-ticket, authorised personnel of Indian Railways, District/ Municipal Administration, GRP/ RPF/ Odisha Police on duty.
3. Commissioner, Bhubaneswar Municipal Corporation and District Collector, Balasore will nominate one nodal officer each for Bhubaneswar and Balasore station respectively, for liaising with Railway and other officials

By order of the Governor




Chief Secretary, Odisha

**Memo No. 2657/R&DM(DM)**

**Date: 13-05-2020**

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. 2658/R&DM(DM)**

**Date: 13-05-2020**

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. 2659/R&DM(DM)**

**Date: 13-05-2020**

Copy forwarded to the Foreign Secretary, Ministry of External Affairs, Govt. of India/ Secretary, Ministry of Civil Aviation, Govt. of India/ Chief of Defence Staff, Department of Military Affairs, Ministry of Defence, Govt. of India/ Member Secretary, National Disaster Management Authority/ Joint Secretary (Disaster Management) Ministry of Home Affairs (Disaster Management Division), Government of India/ Director, Biju Patnaik International Airport (BPIA), Bhubaneswar/ Chairman, Paradip Port Trust for kind information.

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



**National Directives for COVID 19 Management**

- I. Wearing of face cover is compulsory in all public and work places.
- II. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority.
- III. Social distancing shall be followed by all persons in public places and in transport.
- IV. Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
- V. Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
- VI. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
- VII. Shops will ensure minimum six feet distance (*2 gaz ki doori*) among customers and shall not allow more than 5 persons at the shop.

**Additional directives for Work Places**

- VIII. As far as possible, the practice of work from home should be followed.
- IX. Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
- X. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- XI. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- XII. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.



## 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—

- i) "company" means anybody corporate and includes a firm or other association of individuals; and
- ii) "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. the 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.