



GOVERNMENT OF KERALA

Abstract

GAD- Novel Corona Virus disease (Covid-19)containment activities- - Functioning of War Room- Extended - Orders issued.

GENERAL ADMINISTRATION (SECRET SECTION) DEPARTMENT

G.O.(Rt.)No.2173/2020/GAD

Dated, Thiruvananthapuram, 01.07.2020.

- Read: 1. G.O (Rt) No. 1269/2020/GAD dated 26.03.2020
2. G.O (Rt) No. 1696/2020/GAD dated 31.05.2020
3. G.O (Rt) No. 1863/2020/GAD dated 12.06.2020

ORDER

As part of Novel Corona Virus Disease (Covid-19) containment activities in the State, a War Room was constituted in the South Conference Hall, Government Secretariat as per Government order read as paper 1 and staff arrangements were ordered vide further papers read above.

2. In the context of extension of general lock down, Government are pleased to extend the functioning of Covid-19 War room till 31.07.2020. The staff deployment arrangements are also extended for the said period. The staff from various sections of Administrative Secretariat are deployed for imparting secretarial assistance to the Covid-19 War Room in two shifts daily and the duty chart is appended as Annexure I to this order. Staff deployment for night shift from 2000 Hrs to 0700 Hrs is appended as Annexure II.

3. The Officers posted for the night shift shall not be detailed for normal office duties on the day of the duty and the following day.

(By Order of the Governor)

SHINE A HAQ

**ADDITIONAL SECRETARY TO GOVT.
& JOINT CHIEF PROTOCOL OFFICER**

To

All Addl. Chief Secretaries/Principal Secretaries/Secretaries
Private Secretary to Chief Minister and all Ministers
Special Secretary to Chief Secretary
The officers concerned
All Departments in Government Secretariat
Stock File/ Office copy/ Spare/

Forwarded / by order

SECTION OFFICER

ANNEXURE- I

COVID-19 CONTAINMENT ACTIVITIES IN GOVERNMENT SECRETARIAT

Duty pattern for different sections in Day Shifts

DATE	MORNING SHIFT (0700 – 1400 Hrs)	EVENING SHIFT (1400 – 2000 Hrs)
2020 July 1, 4, 7, 10, 13, 16, 19, 22, 25, 28 & 31	Chithra Nair A K, Section Officer, VFC Annexe Kumari Rekha, ASO, VFC North Krishnan N, Assistant, VFC North Deepa D D, OA, VFC South	Nizam A M, ASO, VFC Annexe Shermly Ulahannan, Sr Gr Assistant VFC Annexe Prakash Many N, Sr Gr Assistant, VFC South Giri B, Clerical Assistant, VFC South
2020 July 2, 5, 8, 11, 14, 17, 20, 23, 26 & 29	Preena R S, Sr Gr Assistant, VFC South Pradeep Kumar, Assistant, VFC Annexe Pratheepan, Clerical Assistant, VFC Annexe Kumari Sreeja K R, Clerical Assistant, VFC South Kumari Jijini, OA, VFC North	Sunil Kumar M S, Sr Gr Assistant, VFC South Surya Surendran, Assistant, VFC North Hemalatha S R, Assistant, VFC North Ashokan J, Clerical Assistant, VFC North
2020 July 3, 6, 9, 12, 15, 18, 21, 24, 27 & 30	Latha H S, Section Officer, VFC South Resmy Ravi, Sr Gr Assistant, VFC South Vinod Kumar G V, Clerical Assistant, VFC Annexe Asha Stephan, OA, VFC South	Surendran C, Section Officer, VFC North Nidhi S, Sr Gr Assistant, VFC South Sivaprasad, Assistant, VFC Annexe Manikkuttan, Clerical Assistant, VFC North

ANNEXURE- II

COVID-19 CONTAINMENT ACTIVITIES IN GOVERNMENT SECRETARIAT

Duty pattern for different sections in Night Shifts (2000 Hrs to 0700 Hrs)

Date	Sections
01.07.2020	Agri Farms & Consumer Affairs Department
02.07.2020	Fisheries & Ports E & Agri WTO
03.07.2020	General Education R & Home J
04.07.2020	General Education S & Home K
05.07.2020	General Education T & Home L
06.07.2020	General Education U & Home M
07.07.2020	General Education PS & Home N
08.07.2020	General Education SC & WRD IR
09.07.2020	Higher Education J & Home SSA
10.07.2020	Higher Education L & Home SSB
11.07.2020	Industries J and I & PRD G
12.07.2020	Industries K and I & PRD H
13.07.2020	LSGD ERA and Labour & Skills J
14.07.2020	LSGD ERB and Labour & Skills R
15.07.2020	LSGD IA and Labour & Skills S
16.07.2020	LSGD IB & Social Justice C
17.07.2020	LSGD EU & Social Justice D

18.07.2020	LSGD EM & Social Justice E
19.07.2020	LSGD RA and P& ARD Advice -A
20.07.2020	LSGD RB and P& ARD Advice -B
21.07.2020	LSGD RC and P& ARD Advice -C
22.07.2020	LSGD RD and P& ARD Rules
23.07.2020	LSGD FM & PWD E
24.07.2020	LSGD EW & PWD F
25.07.2020	Revenue N and Plg & EA F
26.07.2020	Revenue P and Plg & EA P
27.07.2020	Revenue R and PWD G
28.07.2020	Revenue S & PWD H
29.07.2020	Revenue T & Taxes G
30.07.2020	Revenue U & Taxes H
31.07.2020	Revenue DRF A & Taxes J

General instructions:

1. It is the responsibility of the Under Secretary, VFC to inform his group members mentioned in **Annexure I** about the duty and to ensure that the group members are attending the day shifts as well as their normal official duties.
2. Additional Secretaries/ Joint Secretaries in charge of the Sections mentioned in **Annexure II** will ensure the attendance of minimum staff required (**3 male officers** in night shifts) and they shall also mobilise staff from other sections within the department, in case of scarcity of sufficient staff from the sections assigned.
3. Except those who are assigned for night shift, all other officers in the Sections mentioned in **Annexure II** shall be present in Office during normal office hours. The Officers posted for the night shift shall not be detailed for normal office duties on the day of the duty and the following day.
4. The following Security staff from Government Secretariat will also be posted in War Room to attend calls:
 - a) Shri Harilal G L (PEN: 870498)
 - b) Shri Anil Kumar K (PEN: 882210)
 - c) Shri Sunilkumar B S (PEN : 833586)
5. The Section Officers shall report compliance to the following Supervisory officers on the dates noted against them.
 - a) Shri A.P Rajeevan, Under Secretary & Addl. State Protocol Officer,
GA (Political) Department – 94460 83261 (**July 1, 5, 9, 13, 17, 21, 25 & 29**)
 - b) Shri Sudheer Babu T, Deputy Secretary, General Administration Department –
Mobile No-9447586037 (**July 1 to 31**)
 - c) Shri Manoj Kumar P C, Under Secretary, General Administration
(Co-ordination) Department – 94472 23350 (**July 2, 6, 10, 14, 18, 22, 26 & 30**)
 - d) Shri G.S.Prasanth, Section Officer, General Administration Department
9995013167 (**July 3, 7, 11, 15, 19, 23, 27 & 31**)