

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT &
INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN: TILAK MARG: JAIPUR- 302 005**

No. : A1(1)112/1019

Date : April 18, 2020

OFFICE ORDER

In view of Covid-19 pandemic, Home Department, Government of Rajasthan has issued an Office Order no. F(33)2 Home/Gr.9/2019 dated 15.04.2020 regarding Implementation of Lock Down declared by Ministry of Home Affairs, Government of India vide order no. 40-3/2020-DM-I(A) dated 15.04.2020. In the order, the complete Lock Down imposed earlier from 25th March to 14th April, 2020 has been extended up to 19.04.2020 and guidelines has been issued for implementation of modified Lock Down in the State from 20.04.2020 to 03.05.2020 .

In compliance of the office order dated 15.04.2020 issued by Home Department, Government of Rajasthan, all the Unit Offices situated in the State and Head Office at Jaipur shall remain open from 20.04.2020 to 03.05.2020 during the working hours subject to following conditions / guidelines :-

1. **Unit Offices**

All the officers of the rank of Assistant Site Engineer / AAO-II etc. and above shall attend the office. Remaining staff shall attend office on one-third basis on rotation as per requirement as decided by the concerned Unit Head.

Head Office

All the officers of the rank of Dy. Manager / ARM / APS etc. and above shall attend the office. Remaining staff shall attend office on one-third basis on rotation as per requirement as decided by the concerned Controlling Officer / Cell In-charge.

2. The staff that does not attend office on the basis of rotation, shall remain on "Work From Home" basis. They shall be available on their mobile and can be called any time for duty. They can not leave headquarters or avail any kind of leave without prior permission from the competent authority. No leave or headquarter leave shall be sanctioned except in extra ordinary situation.
3. **No office shall remain open within the Containment Areas of Hotspots and clusters i.e. in the Curfew Areas.** Also, no officer / official residing in this type of area shall be allowed to attend the office.
4. Wearing of face covers at work place is compulsory for all the officers / officials.



5. Proper Social Distancing shall strictly be ensured as per the Guidelines issued by Ministry of Health and Family Welfare
6. Employees with co-morbidities and parents of children below age of 5 years may be allowed to work from home by the concerned Unit Head / Controlling Officer on their requests.
7. All officers / officials shall invariably download and use **Raj Covid Info App** of State Government and **Arogya Setu App** of Gol.
8. Large meetings (having 10 or more officers/officials) shall not be organised.
9. Entry of the visitors shall not be allowed in the offices.

Handwritten signature
12/4/2020

(ANIL KHANDELWAL)

DGM (HRD)

- Copy to :
1. All Controlling Officers
 2. All Unit Heads
 3. AGM(IT)
 4. Office Oder File / Concerned File
- Copy also to :
- PS to Chairman
 - PS to MD