

Dr. Ganeswar Jena, OAS (SAG),  
Chief General Manager (P&A)



No. IDCO/HO/P&A/EST/E-3204/2020-

6049

Date: 19/03/2020

**OFFICE - ORDER**

In pursuance of Notification No.8025/H, Dtd. 16.03.2020 of Health & Family Welfare Department, Letter No.9413/Gen. Dtd. 19.03.2020 of G.A & P.G Department and Office Order No.2820, Dtd. 19.03.2020 of Industries Department. Govt. of Odisha and to check the spread of Novel Corona Virus (COVID-19), all Officers and Staff of IDCO are hereby directed to adhere to the following instructions scrupulously;

1. They should look out for symptoms of Novel Corona Virus and if feeling unwell should leave the work-place immediately after informing the superior officer. They should, thereafter avail leave for home quarantine for a period of 14 (fourteen) days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave, wherever admissible and may be considered as per provisions under Rule 5, Appendix 6 of Odisha Service Code.

2. They should submit an undertaking that no foreign/abroad returned relatives, friends or guest visited their Home on or after March,4,2020.

3. If any relative/friend/guest of any employee came from abroad, then the concerned employee shall first register himself/herself mandatorily in the toll free no.104 or the online portal <https://covid19.odisha.gov.in>.

4. After registration, the concerned employee can avail Quarantine Leave for 14 days and shall not come to office at any cost.

5. On return from leave, the concerned employee before joining for duty shall produce Medical/Fitness Certificate from the Competent Medical Officer.

6. Any misinformation/suppression of facts by the employee would be viewed seriously and shall invite appropriate disciplinary action against him/her.

This order shall come into force with immediate effect.

By order of CMD

*Cm49-3-2020*  
Chief General Manager (P&A)

Memo No. 6050 Date: 19/3/2020

Copy to All Chief General Managers/Consultant (Environment)/S.E. (PH)/All General Managers/All Deputy General Managers/All Land Officers, IDCO/Secretary, IDCO EPF Trust/All Managers/Officer-on-Special Duty, In-charge of HK/PR/DGM (MIS), In-charge of MIS Cell/Asst. Director (P&C), IDCO, Head Office/Assistant Manager (PR), IDCO/PMU Expert, IDCO, Head Office/All Divisional Heads, IDCO for information and necessary action with a request to communicate the above circular among the officers and staff working under their control.

Copy to the Senior Private Secretary to Chairman-cum-Managing Director, IDCO for kind information of the Chairman-cum-Managing Director.

Copy to Notice Board.

*Cm49-3-2020*  
Chief General Manager (P&A)

Memo No. 6051 Date: 19/3/2020

Copy to Joint Secretary to Govt., Industries Department/Joint Secretary to Govt., Health & Family Welfare Department/Joint Secretary to Govt., General Administration & Public Grievance Department,, Govt. of Odisha, Bhubaneswar for information and necessary action.

*Cm49-3-2020*  
Chief General Manager (P&A)

**Odisha Industrial Infrastructure Development Corporation**

(A Government of Odisha Undertaking)

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