

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



**No. IDCO:HO/P&A/EST/E-3204/2020/ 8835**

**Date: 11.06.2020**

**OFFICE ORDER**

It has been made mandatory to wear mask inside the premises of IDCO Towers to prevent spread of COVID-19. It is seen that some employees and people are moving around inside IDCO Towers premises without wearing mask. If any employee/driver of any of the offices located in IDCO Towers and Annexe Building is found moving around without wearing mask, he will be handed over to the local police station for imposition of penalty and initiation of action as per Govt. regulation. All precaution should be taken by the tenant offices to maintain social distance in the office and ask their employees to wear mask all the time during their presence in the office premises. If any COVID-19 patient is detected in any tenant office, the said office will be sealed.

By orders of CMD

*de* *Cme 11-6-2020*  
**Chief General Manager (P&A)**

**Memo No. 8836 /Date: 11.06.2020 /**

Copy forwarded to all the Tenant Offices for information and necessary action.

Copy to all Chief General Managers, IDCO, Bhubaneswar/All Divisional Heads, IDCO located in Bhubaneswar for information and necessary action.

Copy to Divisional Head, IDCO, Maintenance Division, Bhubaneswar for information and necessary compliance of the above instruction.

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

Copy to Notice Board.

*de* *Cme 11-6-2020*  
**Chief General Manager (P&A)**