



GOVERNMENT OF KERALA

Abstract

GAD- Novel Corona Virus disease containment activities- regulations to contain the Covid-19 pandemic- functioning of Covid-19 War Room extended - orders issued

GENERAL ADMINISTRATION (SECRET SECTION) DEPARTMENT

G.O (Rt) No. 1328/2020/GAD

Dated, Thiruvananthapuram, 14.04.2020

- Ref: 1. G.O (Rt) No. 1269/2020/GAD dated 26.03.2020
2. Government Circular No. SS1/50/2020/GAD dated 26.03.2020
3. G.O (Rt) No. 1283/2020/GAD dated 28.03.2020
4. G.O (Rt) No. 1289/2020/GAD dated 29.03.2020
5. G.O (Rt) No. 1310/2020/GAD dated 02.04.2020

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 papers read as 2, 3, 4 and 5 above.

2. In the context of extension of general lock down, Government are pleased to extend the functioning of Covid-19 War room till 03.05.2020. The staff deployment arrangements shall also be extended for the said period. The staff from various sections of General Administration Department are deployed for imparting secretarial assistance to the Covid-19 War Room in two shifts daily and the duty chart is appended as Annexure 1 to this order. In addition to the above staff deployment for night shift from 2000 Hrs to 0700 Hrs is appended as Annexure 2 and the staff pattern for the general administration of Covid-19 containment activities in Government Secretariat is appended as Annexure 3 to this order.

(By Order of Governor)

K.R JYOTHILAL

PRINCIPAL SECRETARY TO GOVERNMENT

To

The officers concerned
All Addl. Chief Secretaries/Principal Secretaries/Secretaries
State Police Chief
Private Secretary to Chief Minister and all Ministers
Special Secretary to Chief Secretary
Information Officer, Web and New media
Office copy/ Spare/ Stock File

Forwarded / by order

SECTION OFFICER

ANNEXURE- 1**COVID-19 CONTAINMENT ACTIVITIES IN GOVERNMENT SECRETARIAT****Day duty pattern for different sections in GAD**

DATE	MORNING SHIFT (0700 – 1400 Hrs)	EVENING SHIFT (1400 – 2000 Hrs)
15.04.2020	Co-ordination	Special- B
16.04.2020	Services- C	Services- A
17.04.2020	Services- E	Accounts- G
18.04.2020	Accounts- H	Accounts- J
19.04.2020	Accounts- K	Accounts- M
20.04.2020	Accounts- P	Accounts- A
21.04.2020	Accounts- B	Computer Cell
22.04.2020	Employment Cell-B	Employment Cell- A
23.04.2020	FFP-B	FFP-A
24.04.2020	Housekeeping Cell- B	Housekeeping Cell- A
25.04.2020	Services- H	Services- D
26.04.2020	VFC Annexe	Special- E
27.04.2020	VFC South	VFC North
28.04.2020	AIS- C	AIS- A
30.04.2020	Budget Wing	AMC
01.05.2020	Accounts- D	Accounts- C
02.05.2020	Accounts- R	Accounts- E
03.05.2020	Accounts- N	Office Sections-1 & 2

COVID-19 CONTAINMENT ACTIVITIES IN GOVERNMENT SECRETARIAT

Night duty shift pattern for Covid-19 War Room

Date	Name of officer	Designation	Department	Mobile No.
15.04.2020	Sajeevan M K	Section Officer	Forest Dept	9447014894
	Suresh Babu M P	ASO	AIS	8281182755
	Anilkumar K S	ASO	AIS	9495386748
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
16.04.2020	Harikrishnan K G	Section Officer	SPD	9995458666
	Renjith S V	ASO	P& ARD	9446178054
	Varghese J	Comp. Assistant	Home (F) Dept	9497688314
	Amal Krishnan	Assistant	Central Agency	8281691968
17.04.2020	Mathew John	Section Officer	I T (A)	9446845610
	Mahesh R	ASO	IT(B)	9633147143
	Kiran R G	Assistant	GAD (PS)	9496172711
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
18.04.2020	Santosh Kumar P B	Section Officer	Taxes (A)	8075013677
	Shaji B P	ASO	P & ARD	9447000115
	Narendra Varma	ASO	Home	9526195703
	Amal Krishnan	Assistant	Central Agency	8281691968
19.04.2020	Shano K C	Section Officer	Services A	9020811342
	Aji Kumar R	ASO	P & ARD (AVC)	
	Santhosh S	Comp. Assistant	SC/ST (G) Dept	9495626821
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
20.04.2020	G. Ramanath	Section Officer	P&ARD	9447024902
	Lalkiran	ASO	Home	9747833518
	Arunchandran R J	ASO	GA (SCL) D	8075644827
	Amal Krishnan	Assistant	Central Agency	8281691968
21.04.2020	Arun R B	Section Officer	Home (SS-B)	8156850567
	Anand	Assistant	Taxes D	7907252998
	Jaison Thomas	Assistant	Taxes D	9446328760
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
22.04.2020	Vinu A	Section Officer	Taxes	9446444401
	Roy. J	Sr. Gr. Assistant	Taxes (H)	9495252750
	Sivaprasad K V	ASO	Election	9995347207
	Amal Krishnan	Assistant	Central Agency	8281691968
23.04.2020	Ajish Kumar A	Section Officer	Labour (F) Dept.	9446425042
	Binukumar N S	ASO	IT Cell	7012903814
	Jimmy Kochupaul	ASO	Agriculture	9446195071
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
24.04.2020	Vinod Kumar	Section Officer	Water Resources	9037191891
	Harikrishnan. S	ASO	Services-E	9496332207
	Shabu Kumar S	ASO	Forest Dept.	9946010595
	Amal Krishnan	Assistant	Central Agency	8281691968
25.04.2020	Unnikuttan S S	Section Officer	Planning	9895041801
	Krishnakumar G.R	ASO	Norka A	9446808588

	Nandakumar	Assistant	Agri (Farms)	7907961509
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
26.04.2020	C Surendran	Section Officer	Water Resources	9400420490
	Baiju C	Sr. Gr. Assistant	SCSTDD	8281297424
	Sajeeb	ASO	P&ARD	9446162672
	Amal Krishnan	Assistant	Central Agency	8281691968
27.04.2020	Mueenudeen N	Section Officer	GA (Ac. C) Dep.	9745222177
	Kiran R R	ASO	House Keeping	8289980980
	Nishanth	Assistant	G. Ed (R) Dep	7907412980
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
28.04.2020	Binuraj S	Section Officer	Dairy	7907568650
	Sreejith S J	ASO	Home (A) Dept	9446117101
	Baiju S	ASO	AHD	7025157507
	Amal Krishnan	Assistant	Central Agency	8281691968
29.04.2020	Kabeer C A	Section Officer	Taxes	9447700164
	Anoop	Assistant	SC/ST Dept.	7907034813
	Abhijith B	Assistant	Agri. Planning	9496370143
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
30.04.2020	Sajeevan M K	Section Officer	Forest Dept	9447014894
	Sanjay Prasad	Sr. Gr. Assistant	P & ARD	9447932441
	Syamdeep	ASO	P&ARD	8289979246
	Amal Krishnan	Assistant	Central Agency	8281691968
01.05.2020	Harikrishnan K G	Section Officer	SPD	9995458666
	Pradeep T S	Comp. Assistant	Higher Edn	9495313084
	Varghese J	Comp. Assistant	Home (F) Dept	9497688314
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010
02.05.2020	Mathew John	Section Officer	I T (A)	9446845610
	Kiran R G	Assistant	GAD (PS)	9496172711
	Kiranchith	ASO	Services H	
	Amal Krishnan	Assistant	Central Agency	8281691968
03.05.2020	Santosh Kumar P B	Section Officer	Taxes (A)	8075013677
	Ajith Kumar	Comp. Assistant	P&ARD	9895381126
	Gireesh Kumar G.N	ASO	P&ARD	9447460886
	Cifin K C	Sr. Gr. Assistant	Central Agency	9037526010

Instructions:

1. Only 3 officers are required to be present in the nightshift at a time from among the 4 group members.
2. It is the responsibility of the Section Officer concerned to inform his group members about the duty and to ensure that the group members are attending the night shift duty without fail.
3. An officer from Central Agency will be posted in all night shifts for assisting the Section Officer.

4. The following Security staff from Government Secretariat will also be posted in War Room to attend calls:
 - a) Shri Pratheesh Babu (PEN: 871747)
 - b) Shri Harilal C L (PEN: 870498)
 - c) Shri Anil Kumar K (PEN: 882210)

5. The Section Officers shall report compliance to the following Supervisory officers on the dates noted against them.
 - a) Shri Manikantan R, Under Secretary, General Administration (AIS)
Department - 94463 34628 (April 15, 19, 23, 27 & May 1)
 - b) Shri A.P Rajeevan, Under Secretary & Addl. State Protocol Officer, GA
(Political) Department - 94460 83261 (April 16, 20, 24, 28 & May 2)
 - c) Shri Manoj Kumar P C, Under Secretary, General Administration (Co-ordination) Department - 94472 23350 (April 17, 21, 25, 29 & May 3)
 - d) Smt. Bindu Varghese, Deputy Secretary, General Administration
Department - 80753 43542 (April 18, 22, 26 & 30)

ANNEXURE 3

**Covid-19 Containment activities in Government Secretariat
General Administration team**

Date	Group leaders	Members
Group 1		
April 16, 19, 22, 25, 28, May & 1, 2020	1. Shri B Sunil Kumar, Joint Secretary & State Protocol Officer (94474 71573) 2. Smt. Sindhu A Joint Secretary, General Admn. (Accounts-A) Department (94951 69355)	1. Shri Harikrishnan M S Asst. Protocol Officer (89070 04400) 2. Shri Promod R Asst. Section Officer (98955 31312) 3. Shri Kiran M Asst. Section Officer (98461 50236) 4. Shri Githin S V Asst. Section Officer (94000 85522) 5. Shri Rajeev K R Sr. Grade Computer Asst. (944774 46992)
Group 2		
April 17, 20, 23, 26 & 29, May 2, 2020	1. Shri M G Renjith Kumar Addl. Secretary, General Admn. (Co-ordination) Department (94467 85588) 2. Shri C Ajayan Joint Secretary, General Admn. (Services) Department (98477 67820)	1. Shri Rajesh U R, Section Officer (94472 21565) 2. Shri Shabeer S Asst. Section Officer (85470 72431) 3. Shri Krishnadev R L Sr. Grade Assistant (94478 61567) 4. Shri Ananthu S S Sr. Gr. Asst. (98464 77309) 5. Shri Jackson J Computer Asst. (99954 03290)
Group 3		
April 15, 18, 21, 24, 27 & 30, May 3, 2020	1. Shri Shine A. Haq Addl. Secretary & Joint Chief Protocol Officer (94479 03912) 2. Shri K Sunil Kumar Joint Secretary, P & EA (RKI) Dept. (94961 54103)	1. Shri Jiji D V Section Officer (94473 19002) 2. Shri Hari P Nair Asst. Section Officer (94970 70666) 3. Shri Prasad Kumar Sr. Grade Assistant (94958 26380) 4. Shri Harikumar R C Sr. Grade Computer Asst. (94476 55912)

Instructions:

1. Only 4 officers are required to be present in the office at a time.
2. It is the responsibility of the Group leaders concerned to ensure that the group members are attending the duty without fail.