



GOVERNMENT OF KERALA

Abstract

GAD- Novel Corona Virus disease containment activities- - Functioning of Covid-19 War Room extended - orders issued

GENERAL ADMINISTRATION (SECRET SECTION) DEPARTMENT

G.O.(Rt.)No.1412/2020/GAD

Dated, Thiruvananthapuram, 03.05.2020.

- 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
6. G.O (Rt) No. 1328/2020/GAD dated 14.04.2020
7. Government Circular No. SS1/50/2020/GAD dated 17.04.2020

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 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 17.05.2020. The staff deployment arrangements are also 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. Staff deployment for night shift from 2000 Hrs to 0700 Hrs is appended as Annexure 2, the staff pattern for the general administration of Covid-19 containment activities in Government Secretariat is appended as Annexure 3 and staff for managing CPGRAMS and assisting the War room activities appended as Annexure 4 to this order.

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 Governor)

K.R JYOTHILAL
PRINCIPAL SECRETARY TO GOVT

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

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)
04.05.2020	Budget Wing	Special- B
05.05.2020	Services- C	Services- A
06.05.2020	Services- E	Office Sections-1 & 2
07.05.2020	Accounts- H	Accounts- J
08.05.2020	Accounts- K	Accounts- M
09.05.2020	Accounts- P	Accounts- A
10.05.2020	Accounts- B	Accounts- N
11.05.2020	Employment Cell-B	Employment Cell- A
12.05.2020	FFP-B	FFP-A
13.05.2020	Housekeeping Cell- B	Housekeeping Cell- A
14.05.2020	Services- H	Services- D
15.05.2020	VFC Annexe	Special- E
16.05.2020	VFC South	VFC North
17.05.2020	AIS- C	AIS- A

ANNEXURE- 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.
04.05.2020	Sajeevan M K	Section Officer	Forest Dept	9447014894
	Suresh Babu M P	ASO	AIS	8281182755
	Anilkumar K S	ASO	AIS	9495386748
	Rajesh.G.S	Sr. Gr. Assistant	Forest Dept	9496387171
05.05.2020	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
06.05.2020	Sachin.M	Section Officer	GA(Accts. M)	9400903516
	Mahesh R	ASO	IT(B)	9633147143
	Kiran R G	Assistant	GAD (PS)	9496172711
	Aravind.C.M	ASO	P&AR(Adv.A)	9645791510
07.05.2020	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
08.05.2020	Binu Varghese	Section Officer	Revenue (B)	9446508415
	Anoop	Assistant	SC/ST Dept.	7907034813
	Abhijith B	Assistant	Agri. Planning	9496370143
	Rajeev.S.R	Sr. Gr. Assistant	P&AR(Adv.C)	9633975094
09.05.2020	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
10.05.2020	Arun R B	Section Officer	Home (SS-B)	8156850567
	Anand	Assistant	Taxes D	7907252998
	Jaison Thomas	Assistant	Taxes D	9446328760
	Ranjith	ASO	P&AR(Adv.B)	9446178054
11.05.2020	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
12.05.2020	Ajish Kumar A	Section Officer	Labour (F)	9446425042
	Binukumar N S	ASO	IT Cell	7012903814
	Jimmy Kochupaul	ASO	Agriculture	9446195071
	Chindu	Assistant	P&AR(Rules)	7012158827
13.05.2020	Vinod Kumar	Section Officer	WRD	9037191891
	Harikrishnan. S	ASO	Services-E	9496332207
	Shabu Kumar S	ASO	Forest Dept.	9946010595
	Amal Krishnan	Assistant	Central Agency	8281691968
14.05.2020	Unnikuttan S S	Section Officer	Planning	9895041801
	Krishnakumar G.R	ASO	Norka A	9446808588
	Nandakumar	Assistant	Agri (Farms)	7907961509
	Shiraz S L	Assistant	GA(Serv.C)	8547558846

15.05.2020	C Surendran	Section Officer	WRD	9400420490
	Baiju C	Sr. Gr. Assistant	SCSTDD	8281297424
	Sajeeb	ASO	P&ARD	9446162672
	Amal Krishnan	Assistant	Central Agency	8281691968
16.05.2020	Chandragopan	Section Officer	PWD (A)	9446704119
	Kiran R R	ASO	House Keeping	8289980980
	Nishanth	Assistant	G. Ed (R) Dep	7907412980
	Umesh	ASO	P&AR(Rules)	9496947797
17.05.2020	Binuraj S	Section Officer	Dairy	7907568650
	Sanjay Prasad	Sr. Gr. Assistant	P & ARD	9447932441
	Baiju S	ASO	AHD	7025157507
	Amal Krishnan	Assistant	Central Agency	8281691968

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 A.P Rajeevan, Under Secretary & Addl. State Protocol Officer, GA (Political) Department – 94460 83261 (May 4,8,12 & 16)
 - b) Shri Manikantan R, Under Secretary, General Administration (AIS) Department – 94463 34628 (May 5,9,13 & 17)
 - c) Shri Manoj Kumar P C, Under Secretary, General Administration (Co-ordination) Department – 94472 23350 (May 6,10 &14)
 - d) Smt. Bindu Varghese, Deputy Secretary, General Administration Department – 80753 43542 (May 7,11 & 15)

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

Date	Group leaders	Members
Group 1		
May & 4,7,10, 13& 16, 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		
May 5,8,11, 14 & 17, 2020	1. Shri M G Ranjith 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 Anandhu S S Sr. Gr. Asst. (98464 77309) 5. Shri Jackson J Computer Asst. (99954 03290)
Group 3		
May 6,9,12 & 15, 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 Sudarsanan A K Section Officer (9995050475) 2. Shri Jiji D V Section Officer (94473 19002) 3. Shri Hari P Nair Asst. Section Officer (94970 70666) 4. Shri Prasad Kumar Sr. Grade Assistant (94958 26380) 5. 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

ANNEXURE- 4List of staffs are posted in the War room for managing CPGRAMS

Duty time from 10.00 am to 05.00 pm.

Date	Name of officer	Designation	Department	Mobile No.
04.05.2020	Priyadharsini	Comp Asst	GA (PS) Dept	9496200734
	Jose Prakash R	OA	GA (Pol) Dept	8848222309
05.05.2020	Chandralekha P	Sr.Gr.Assistant	GA (Cdn) Dept	8281774183
	Jayalekshmi	OA	O/o JS, GA (Accts)	9495550006
06.05.2020	Sivakumar G	ASO	GA (Ser-D) Dept	9495302393
	Aneesh Krishnan B	OA	GA (Cdn) Dept	8281793716
07.05.2020	Sreejith S	Assistant	GA (Cdn) Dept	7907887767
	Raju K	OA	GA (Cdn) Dept	9747806506
08.05.2020	Sunilkumar N	Comp Asst	Tourism-A Dept	9446329381
	Jayalekshmi	OA	O/o JS, GA (Accts)	9495550006
09.05.2020	Renjitha Vijayan	Assistant	GA (Cdn) Dept	8129735686
	Aneesh Krishnan B	OA	GA (Cdn) Dept	8281793716
10.05.2020	Priyadharsini	CompAsst	GA (PS) Dept	9496200734
	Krishnan Kutty	OA	GA (Pol) Dept	8848036728
11.05.2020	Vijay Sankar	Sr.Gr.Assistant	Tourism-B Dept	9895825994
	Jayalekshmi	OA	O/o JS, GA (Accts)	9495550006
12.05.2020	Jayakumar B	Assistant	Tourism-A Dept	9495058581
	Aneesh Krishnan B	OA	GA (Cdn) Dept	8281793716
13.05.2020	Sheeba V R	Sel.Gr.CompAsst	GA (Cdn) Dept	9495483044
	Raju K	OA	GA (Cdn) Dept	9747806506
14.05.2020	Babisha	CA	O/o JS, GA (Accts)	9645680189
	Jayalekshmi	OA	O/o JS, GA (Accts)	9495550006
15.05.2020	Sreejith S	Assistant	GA (Cdn) Dept	7907887767
	Aneesh Krishnan B	OA	GA (Cdn) Dept	8281793716
16.05.2020	Mohammad Aslam	Assistant	Forest Dept	9747570305
	Biju Felix	Clerical Asst	GA (Pol) Dept	9847263899
17.05.2020	Sunilkumar N	Comp Asst	Tourism-A Dept	9446329381
	Jayalekshmi	OA	O/o JS, GA (Accts)	9495550006