



GOVERNMENT OF KERALA

**Local Self Government (ERA) Department,
Thiruvananthapuram**

Dated, 25/5/2021

Office Order No. 10 /2021/LSGD

Sub: Local Self Government Department -Extension of Statewide
Lockdown- Working arrangement of employees in LSGD - Issuing orders—
Regarding.

- Ref: 1. Office Order No.9/2021/LSGD dated 08.05.2021
2. G. O.(Rt) NO 432/2021/DMD dated 21.05.2021

Government have issued orders for the extension of the Statewide
Lockdown from 24.05.2021 to 30.05.2021 as per the Government Order read above.
In continuation of the above office order and in view of the first session of 15th
Kerala Legislative Assembly summoned from 24.05.2021, the following
arrangement is made in Local Self Government Department for the period from
25.05.2021 until further orders.

Officers of and above the rank of Section Officer shall be present on all
working days.

The Section Officers will make necessary arrangement for the smooth
functioning of the section with minimum 1/3rd of staff including Computer Assistants
and Office Attendants.

The Office Superintendent will make necessary arrangement for the Smooth functioning of the section with minimum 1/3rd of staff.

Employees must Work From Home on the day they are absent from office. The Under Secretary/Deputy Secretary concerned shall ensure that they are 'Working at Home'

All officers shall visit the Niyamasabha website to check for questions uploaded for the 1st session of 15th Kerala Legislative Assembly and ensure that answers are given within the prescribed time limit.

Apart from the above, officers concerned shall be present in the case of emergency and all Officers who are not present in the office **shall be available over phone during working hours.**

The CA/OA attached to officers shall be present on all working days.

SARADA MURALEEDHARAN IAS

ADDITIONAL CHIEF SECRETARY

To

PS to Minister (LSGD)
PA to Additional Chief Secretary
PA to Principal Secretary(Urban)
CA to Special Secretary
CA to Additional Secretary (I & II)
All Officers/Sections of LSGD

Forwarded/By Order


Section Officer