

**GOVERNMENT OF NAGALAND  
HOME DEPARTMENT  
GENERAL ADMINISTRATION BRANCH**

NO.GAB-I/COM/GEN-1/2020.

Dated Kohima the 5<sup>th</sup> May, 2020.

**OFFICE MEMORANDUM**

1. As per the new guidelines on lockdown measures which has come into effect from 04/05/2020 throughout the State vide Order NO.CSO/GAB-I/COM/GEN-1/2020 dated 04/05/2020 issued by the Office of the Chief Secretary, Nagaland; the Civil Secretariat and Directorates in Kohima and Dimapur and all the Government offices in the Districts are to function with attendance of officers of Deputy Secretary and above in the Secretariat, and Deputy Director and above in the Directorate and the Head of Office and immediate junior in the District offices being mandatory. As regard the other categories of officers and staff, a roster system is to worked out whereby 50% staff attends office every alternate week.
2. All the AHOds, HoDs and Heads of Offices are to immediately work out the arrangements and ensure the functioning of their offices in line with the above guidelines.
3. There will not be requirement of any separate pass for the movement of any Government servant from his/her residence to office and back. Further, the vehicles being used by the Government servant for his/her movement including private vehicles if any, will also not require any passes/permit for movement. The concerned Government servant is advised to carry his/her official ID Card and produce wherever required so as to not face any inconvenience.
4. This is in supersession of Office Memorandum of even number dated 13/04/2020.

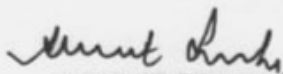
**Sd/- ABHIJIT SINHA, IAS**  
Principal Secretary to Govt. of Nagaland.

NO.GAB-I/COM/GEN-1/2020.

Dated Kohima the 5<sup>th</sup> May, 2020.

Copy to:

1. The Addl. Chief Secretary to Chief Minister, Nagaland, Kohima for kind information.
2. The Sr. PS to Deputy Chief Minister, Nagaland, Kohima for kind information.
3. The Sr. PS to all Ministers / Advisors, Nagaland, Kohima for kind information.
4. The Deputy Secretary to Chief Secretary, Nagaland, Kohima for kind information.
5. All AHODs / HODs for information and for conveying the above direction to all their officers/staff as well as the heads of offices of their respective Departments in the districts.
6. All the DCs, Nagaland for information and issuance of suitable directives in their respective district so that the Government servants are facilitated and not put to any inconveniences while moving to his/her place of work and back.
7. The Commissioner of Police Dimapur and all SPs, Nagaland for information and necessary action.
8. The Director IPR for wide publicity in the local newspapers

  
**(ABHIJIT SINHA) IAS**  
Principal Secretary to Govt. of Nagaland.