

**OFFICE OF THE DEPUTY COMMISSIONER**

**KOHIMA: NAGALAND**

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**ORDER**

**Dated Kohima the 4<sup>th</sup> June 2020**

**NO. DCK/CON/COVID-19/2020/ 472 .** : In continuation of the Order issued by the Chief Medical Officer, Kohima Dated 3<sup>rd</sup> June 2020 wherein Officer(s) and Staff(s) of the Department of Veterinary & Animal Husbandry and the Department of Social Welfare were trained by the Department of Health & Family Welfare on COVID-19 pandemic and deployed at various designated Quarantine Centers within Kohima for supervision of the non-contact works, volunteers, surveillance, reporting and other administrative works at the Center, the under mentioned roles and responsibilities to be carried out by the concerned Officer(s) and Staff(s) are hereby **DEFINED** to bring in more cohesive and coordinated effort in containing the spread of the infection.

1. The Officer(s) and Staff(s) shall assist the Medical Officer(s) and Staffs on duty in all non-contact assignments.
2. The Officer(s) and Staff(s) deployed in the Center while discharging their duties should ensure that there is a smooth coordination and dissemination of information with the Medical Officer(s) and Staffs manning the Quarantine Center.
3. The Officer(s) should monitor, supervise and detail the volunteers assigned in their respective Centers and should ensure that volunteers execute all the assigned duties and responsibilities.
4. The Officer(s) and Staff(s) shall assist in data collection, documentation, reporting and record maintenance with regard to admission and discharge of the returnees in the Quarantine Centers assigned to them.
5. The Officer(s) and Staff(s) shall supervise the volunteers in distribution of food, sanitation and waste disposal, other consumable items and any other assignments not specified.
6. The Officer(s) and Staff(s) are to coordinate with the overall Officer incharge of the Quarantine Centers in matters relating to any difficulties, needs, repair and replacement and any other related issues.

**This order shall come into force with immediate effect.**



04/6/2020

**(GREGORY THEJAWELIE) NCS**

**Deputy Commissioner**

**Kohima: Nagaland**

**Dated, Kohima the 4<sup>th</sup> June 2020**

**No. DCK/CON/COVID-19/2020/Pt/**

**Copy to:**

1. The Home Commissioner, Nagaland Kohima for information.
2. The Warroom, Secretariat Complex, Nagaland for information.
3. The CMO Kohima, for information & necessary action
4. The Sr. SP Kohima, for information & necessary action
5. The Overall incharge of Meriema/JNV/K-Badze/ATI quarantine center for information and necessary follow up action.
6. All concerned Officer(s) and Staff(s) for information and necessary action.
7. Office Copy.

**(GREGORY THEJAWELIE) NCS**

**Deputy Commissioner**

**Kohima: Nagaland**