

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT &
INVESTMENT CORPORATION LIMITED:
UDYOG BHAWAN: TILAK MARG: JAIPUR- 302 005**

No. : A1(1)112/1019
Date : May 4 , 2020

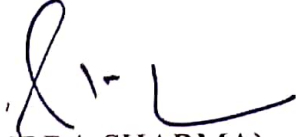
OFFICE ORDER

In compliance to the Office Order No. F(33)2 Home/Gr.9/2019 dated 02.05.2020 issued by Home Department, Government of Rajasthan and Office Order No. F(1)COVID-19/SPL/IND/2020 dated 19.04.2020 issued by Industries Department, Government of Rajasthan, employees of the Corporation are directed to attend office in the following manner during the period of Lock Down from 04.05.2020 to 17.05.2020 during the working hours subject to following conditions / guidelines :-

1. **Unit Offices**
All the officers of the rank of Assistant Regional Manager and above shall attend the office. Remaining staff shall attend office on rotation basis as per requirement as decided by the concerned Unit Head
Head Office
All the Officers of the rank of Manager and above shall attend the office. Remaining staff shall attend office on rotation basis as per requirement as decided by the concerned Controlling Officer.
2. The staff that does not attend office on the basis of rotation, shall remain on "Work From Home" basis. They shall be available on their mobile and can be called any time for duty. They can not leave headquarters or avail any kind of leave without prior permission from the competent authority. No leave or headquarter leave shall be sanctioned except in extra ordinary situation.
3. **No office shall remain open within the Containment Areas of Hotspots and clusters i.e. in the Curfew Areas.** Also, no officer / official residing in this type of area shall be allowed to attend the office.
4. Wearing of face covers at work place is compulsory for all the officers / officials.
5. Proper Social Distancing shall strictly be ensured as per the Guidelines issued by Ministry of Health and Family Welfare
6. Employees with co-morbidities and parents of children below age of 5 years may be allowed to work from home by the concerned Unit Head / Controlling Officer on their requests.
7. All officers / officials shall invariably download and use **Raj Covid Info App** of State Government and **Arogya Setu App** of Gol.

[Handwritten signature]

8. Large meetings (having 10 or more officers/officials) shall not be organised.
9. Entry of the visitors shall not be allowed in the offices.



(RAJENDRA SHARMA)
Advisor (A & M)

- Copy to :
1. All Controlling Officers
 2. All Unit Heads
 3. AGM(IT)
 4. Office Oder File / Concerned File
- Copy also to : PS to Chairman
PS to MD