

No.13/CP-Camp/Cyb/2020

Date: 08.05.2020

C I R C U L A R

Sub:- Covid-19 - Operational guidelines for IT/ITES companies during the Phase-3 of lockdown upto 29th May, 2020 - Communicated - Reg.

Ref:- 1. G.O. Ms.No.64, dtd.07.05.2020.
2. Minutes of meeting with Industry Bodies dtd.08.05.2020.

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In view of the lockdown orders issued vide GO in the above reference, the operational guidelines for IT/ITES companies during the Phase-3 of Lockdown upto May 29, 2020 as finalized after deliberations with the stakeholders are communicated herewith for the information and compliance by all the companies concerned.

Joh
.. 8/5/2020
Commissioner of Police,
Cyberabad.

Copy to all the IT/ITES companies.

Minutes of Meeting

Based on the discussions we had along with representatives of Industry bodies SCSC, Hysea & Nasscom, the following guidelines have been agreed upon for operationalizing GO Ms No.64 dated 7th May 2020. Suggested to be implemented from 11-May-2020.

We request you to kindly approve and issue the guidelines for immediate implementation.

Date: 8th May 2020 @ 12 Noon at CP Cyberabad Chambers

Members Present:

Sri. VC Sajjanar, IPS., CP-Cyberabad
Sri. Vijay Kumar, IPS., DCP, Traffic, Cyberabad
Sri. Krishna Yedula, Gen Secretary, SCSC
Sri. Venkat Tankasala, Jt. Secretary, SCSC
Sri. Bharani Aroll, President Hysea
Sri. Tanmoy Mukherjee, Nasscom
Sri. PCS Reddy, AD-SCSC

Guidelines

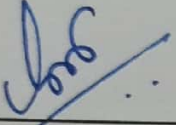
Reference to GO Ms No.64 dated 7th May 2020 allowing private offices including IT-ITES can operate with up to 33% strength in Red Zones including GHMC area (outside of containment zones) with remaining persons working from home, below movement guidelines may be followed:

1. Companies to follow staggered timings (Login between 7 am to 10 am; Logout between 3 pm to 6pm). Management of IT Parks and large IT campuses to enforce and monitor this on a daily basis.
2. Companies to issue authorization letter to the identified employees, falling under this maximum limit of 33% authorizing them to come to office & work. Route details must be mentioned in such authorization letters as per template attached.
3. Employees to carry this authority letter along with their company ID cards while commuting to & fro between residence & office. Such authority letter along with ID card must be produced to Police upon enquiry.
4. For company hired cabs, separate authorization letters mentioning vehicle number may be issued. No authorization letter shall be issued to cab drivers.
5. Such employees are allowed to commute between office & residence only
6. Companies shall strive to engage buses to the maximum extent, following social distancing norms to reduce the no. of individual vehicles on the road

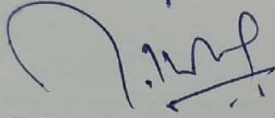
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7. Movements are strictly restricted during curfew hours (7pm to 6am). For movement of staff for critical operations during curfew timings, the passes issued by police earlier shall be used.
8. 33% of strength is across all shifts including critical operations.
9. It is highly recommended to ramp up the operations gradually to 33%, without rushing immediately keeping in view to contain the spread of Covid-19

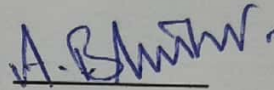
All other guidelines specified in GO Ms No.64 dated 7th May 2020 including social distancing norms, ensuring facial masks, personal hygiene and also keeping regular watch on the health of employees etc, to be adhered to very strictly!



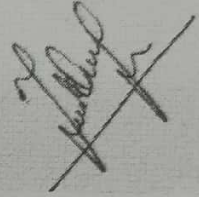
Sri VC Sajjanar, IPS.,
Commissioner of Police
Cyberabad



Krishna Yedula
Gen Secretary
SCSC



Bharani Aroll
President
Hysea



Tanmoy Mukherjee
Regional Manager
Nasscom

On company letter Head

Letter No. _____ Date of Issue _____

EMPLOYEE AUTHORISATION LETTER

Name of the Employee	
Employee Number	
Employee Residence address	
Office Address	
Route Details	

Signature

Name of the authorized Signatory

Designation

Company Seal

Note: In case of any misuse, kindly contact

Name _____ Email _____ & Mobile number _____

(Details of the person responsible in the issuing organization)

On company letter Head

Letter No. _____ Date of Issue

CAB AUTHORISATION LETTER

Registration Number of the vehicle	
Transport Operator/Owner of the Vehicle	
Name of the IT Company	
Route Details	

Signature

Name of the authorized Signatory

Designation

Company Seal

Note: In case of any misuse, kindly contact

Name _____ Email _____ & Mobile number _____
_____ (Details of the person responsible in the issuing organization)

**GOVERNMENT OF TELANGANA
ABSTRACT**

COVID 19 – Disaster Management Act, 2005 – Lockdown measures till
29th May 2020 in the State – Orders – Issued.

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.64

Dated: 07.05.2020

Read the following

1. G.O.Ms.No.45, G.A.Dept, dated 22.03.2020
2. G.O.Ms.No.46, G.A.Dept, dated 23.03.2020
3. Memo No.2122/GAD/2020, dated 24.03.2020
4. G.O.Ms.No.48, G.A.Dept, dated 24.03.2020
5. G.O.Ms.No.50, G.A.Dept, dated 26.03.2020
6. G.O.Ms.No.54, G.A.Dept, dated 28.03.2020
7. Memo.No.2122/GAD/2020, dated 10.04.2020
8. G.O.Ms.No.57, G.A.Dept, dated 12.04.2020
9. G.O.Ms.No.60, G.A.Dept, dated 19.04.2020
10. Memo.No,2176/COVID/2020, dated 21.04.2020
11. Ministry of Home Affairs (MHA) Order NO.40-3/2020-DM-I (A),
dated 01.05.2020.

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ORDER

With a view to preventing and containing the spread of COVID-19 pandemic, Government of Telangana, in reference 1st read above imposed a State-wide lockdown.

2. In reference 6th read above, Government of Telangana extended the lockdown in the State till 14th April 2020. Subsequently, in reference 8th read above, lockdown was again extended in the State till 30th April 2020. Further, the same was extended up to 7th May, 2020, vide reference 9th read above.

3. In view of the need for containment of COVID 19, Government of India, in reference 11th read above, issued orders extending the nationwide lockdown measures till 17th May 2020 with certain relaxations for different districts in the country as per their classification into Red, Orange and Green Zones.

4. In view of the continued need for measures to prevent the spread of COVID 19 in the State, it is decided that lockdown measures shall be continued till 29th May 2020. During the said period, the following activities shall be prohibited/closed in the entire State irrespective of the zones.

- a. Domestic and international air travel of passengers
- b. Passenger train operations except special trains for stranded persons
- c. Inter-state buses for public transport and movement of individuals by other means except for reasons as permitted by Government.
- d. Inter and intra-district buses for movement of passengers is not permitted by Government.
- e. Metro rail services
- f. All schools, colleges, educational/coaching/training institutes, etc.
- g. Hospitality services like hotels, lodges, etc. except those accommodating health, police, Government functionaries and stranded persons etc.
- h. Bars, pubs, cinema halls, theatres, shopping malls, gyms, swimming pools, sports complexes, amusement and zoo parks, museums, auditoriums, etc.
- i. All gatherings such as for social, political, sports, entertainment, academic and cultural purposes etc.
- j. All religious places and places of worship etc. for public
- k. All religious congregations.

5. No movement of any persons shall be permitted for any purpose other than accessing emergency medical care during the period from 7 PM to 7 AM. No shops/establishments except hospitals and pharmacy will remain open after 6 PM.

6. In order to prevent transmission of COVID 19, it shall be mandatory for everyone to wear a face cover/mask in public places. Each violation shall attract a fine of Rs.1000/-.

7. Activities which were permitted under reference 1st to 10th read above like sale of essential commodities including food items, production transport and sale of agriculture inputs, like seeds, fertilizers, pesticides etc., agriculture operations, inter-state and intra-state movements of goods, functioning of hospitals, clinics and medical shops, diagnostic centres and related establishments, MGNREGS works, banks and other financial institutions, including NBFCs, insurance and related activities, print, electronic media and their related services to telecom, postal, internet services, IT and ITES related services, supply chain of essential commodities, petrol pumps, LPG and its storage, transport and related operations, shall continue to be permitted in the entire State.

8. All construction activities are permitted in rural areas, orange and green zones.

However, in red zones (which includes GHMC area) only sites where in-situ workers are available shall be permitted.

9. All industrial activities are permitted in rural areas, orange and green zones more specifically stone crushers, brick kilns, handloom weaving, repair workshops, beedi making, sand and other mining, ceramic tiles and roof tiles, cement factories, ginning mills, iron & steel industry, plastic and sanitary pipes, paper industry, cotton mattresses, plastic and rubber industry, construction work, shops selling other items.

However, even in red zones in urban areas, industrial units in only Special Economic Zones (SEZs), Export Oriented Units (EOUs), industrial estates and industrial townships with access control; manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices their raw material and intermediates; production units which require continuous process, and their supply chain; manufacturing of IT hardware; and manufacturing units of packaging material, etc. are permitted with staggered shifts and social distancing.

10 All shops in rural areas, orange and green zone, except malls are permitted to remain open.

In all municipal areas (excluding GHMC and other red zone), all shops except malls, market complexes and market can remain open. However, all shops will run on alternate days in such a way that no two adjacent shops are open on a same day. The Municipal Commissioner concerned shall workout a roster for strict implementation of this arrangement.

In GHMC and other municipal bodies in red zone, only shops selling construction material, hardware, equipment/machinery for agriculture operations like pump-sets etc., are permitted to remain open, in addition to those selling essential goods.

11. E-commerce will be permitted for all commodities in orange zone and green zone.

However, in red zone including GHMC, it will be permitted in respect of essential goods only.

12. Private offices including IT & ITES can operate with up to 33% strength in red zones including GHMC area, with the remaining persons working from home.

However, they can operate fully in orange and green zones.

13. In respect of red zones all Government offices shall function with officers of the level of Deputy Secretary and above to the extent of 100 % strength. The remaining staff will attend up to 33 % as per requirement. However, Defence and Security services, Health and Family Welfare, Police, Excise, Commercial Taxes, Registration and Stamps, Revenue, Prisons, Home Guards, Civil Defence, Fire and Emergency Services, Disaster Management and related services, NIC, Customs, FCI, NCC, NYK and Municipal and Panchayat Raj services shall function without any restrictions; delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

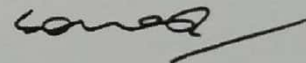
However in orange and green zone, they can function with full strength.

14. In red zones, restaurants, barber shops, spas & saloons shall not be permitted to run. Taxis, cab aggregators and auto-rickshaws shall also not be permitted.

15. In orange and green zones, all activities except those in Para-4 above are permitted, provided that taxis shall operate with a maximum of two passengers only in orange zones.

16. In exercise of powers conferred under the Disaster Management Act 2005, the undersigned, in his capacity as Chairperson, State Executive Committee hereby issues directions to all Departments of Government of Telangana, Collectors & District Magistrates and Commissioners / Superintendents of Police in the State to strictly implement the above lockdown orders with immediate effect till 29th May 2020.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)



SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To:

All the Spl. Chief Secretaries/Prl. Secretaries/Secretaries to Govt.
All the Heads of Departments
The Director General of Police, Telangana, Hyderabad
All the Collectors & District Magistrates in the State
All the Commissioners of Police/Superintendents of Police in the State
The Commissioner & Ex.Officio Prl. Secretary to Govt., I&PR Dept.

Copy to :

The PS to Chief Advisor to Government
The PS to Prl. Secretary to Chief Minister
The PS to Chief Secretary to Government
The PS to Prl. Secretary to Govt., GAD