

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. FIN-CS3-MISC-0003-2020/ 20088 /F.,

Date: 07.07.2020

OFFICE MEMORANDUM

During the COVID-19 pandemic, Government Offices have remain closed/ partially open due to the lock down and most of the offices did not have normal functioning.

For the purpose of smooth functioning, the Administrative Departments as well as their subordinate Offices have engaged persons directly on contractual basis, on contract through outsourcing agencies and retired Government servants with due approval of competent authority. As normal office work has not been carried out in the lock down period, different Administrative Departments have sought clarification on payment of their remuneration during the lock down period from Finance Department.

After careful consideration, Government have been pleased to decide that—

- i) Persons, who are engaged on outsourcing basis, are to be paid their entitlement as per the terms and conditions of engagement till the contract period ends. If the contract period ends within the lock down period, then the entitlements to be paid till the end of the contract period.
- ii) Persons, who are engaged directly by the office but not through outsourcing agencies may be paid as per the existing terms but automatic renewal should not be done. Further engagement, if required, should be only after the lock down is lifted.
- iii) In case of retired Government employees of different grades, as they are in receipt of pension, in general, there shall be no payment of remuneration if they have not worked during lock down. Further, any fresh engagement should only be done following due procedure after the lock down is lifted. Retired Government servants re-employed on pay minus pension basis are excluded from the above stipulation.

The instructions above should be followed scrupulously by all concerned in all State Government Office establishments. For any clarification, Finance Department may be referred.

Memo No. 20089 /F, Date: 07.07.2020

Copy to the Secretary to Governor, Odisha/ Secretary to Chief Minister/ Secretary, OLA/ Private Secretaries to Ministers/ P.S. to Chief Secretary/ DC-cum-ACS for kind information.

*J. Shukla*  
7/7/2020  
Principal Secretary to Government

Memo No. 20090 /F, Date: 07.07.2020

Copy to All Departments/ All HoDs/ All Collectors/ Pr AG(A&E), Odisha, Bhubaneswar for information and necessary action.

*Pr. Nishina*  
7/7/2020  
Deputy Secretary to Government

Memo No. 20091 /F, Date: 07.07.2020

Copy to All Officers/ All branches of FD for information and necessary action.

*Pr. Nishina*  
7/7/2020  
Deputy Secretary to Government

*Pr. Nishina*  
7/7/2020  
Deputy Secretary to Government