



# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोची - 682016

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File:No:B-11015/1/2020-ADM(ESTABLISHMENT)

16.06.2021

**Important**

## **CIRCULAR**

**Sub:- Preventive Measures to contain the spread of Covid-19 – Reg.**

Please refer to this Office previous Circular dt.01.06.2021 regarding the recent outbreak of Corona virus (COVID-19) and the necessity for strict observance of the SOPs, issued by the authorities competent, considering the unprecedented surge in the number of Covid-19 cases. Now, in line with the Order of the Government of Kerala, dated 15.06.2021 (annexed), the Offices of Coir Board located in Kerala will start functioning with maximum 25% of the staff strength from 17th June 2021 onwards, on rotation basis, till further orders. This will be subject to the other/additional restrictions being imposed region- wise, considering the Test Positivity Rate (TPR) under each Local Self Government Institutions, on review weekly. The weekly rotation roster will be sent to Administration (Estt.) Section by all concerned, immediately.

Rest of the instructions and guidelines in the previous Circular dated 01.06.2021, remain intact.

This issues with the approval of Secretary, Coir Board.

Sd/-

**Administrative Officer**

To

**All the offices of Coir Board in Kerala.**

**Copy to: Notice Board, Web site**



**GOVERNMENT OF KERALA**

**Abstract**

Disaster Management Department - Covid 19 - Lockdown in the State - Exemption in restrictions from 17th June-2021 onwards - Orders issued.

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**DISASTER MANAGEMENT (A) DEPARTMENT**

G.O.(Rt)No.467/2021/DMD Dated,Thiruvananthapuram, 15/06/2021

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- Read:- 1. GO(Rt)No.404/2021/DMD dated 06.05.2021.  
2. GO(Rt)No.444/2021/DMD dated 29.05.2021.  
3. GO(Rt)No.455/2021/DMD dated 03.06.2021.  
4. GO(Rt)No.459/2021/DMD dated 07.06.2021.  
5.GO(Rt)No.461/2021/DMD dated 10.06.2021.

**ORDER**

As per Government Orders referred above, certain restrictions in the form of lockdown are being implemented in the State from 8<sup>th</sup> May, 2021 to 16<sup>th</sup> June, 2021 to contain the spread of COVID-19 pandemic.

2) After assessing the current situation of the pandemic spread and Test Positivity Rate in various districts of the state, the undersigned, in his capacity as Chairman of the State Executive Committee of State Disaster Management Authority, in exercise of the powers under Sec 20(3) of the Disaster Management Act-2005, hereby enforce the restrictions as detailed in the Annexure from 00:00 Hrs of 17<sup>th</sup> June 2021 until further orders, after categorizing the Local Self Government Institutions, on the basis of average weekly TPR, as follows:

CATEGORY	CRITERIA
A.	Average TPR below 8 percent (Areas with low spread)
B.	Average TPR between 8 and 20 percent (Areas with Moderate spread)
C.	Average TPR between 20 and 30 percent (Areas with high spread)
D.	Average TPR above 30 percent (Areas with critical spread)

3) District Administration should analyze the weekly Test Positivity Rate of each

Local Self Government Institution and publish the categorized list on every Wednesday.

4) Health Department should fix the testing targets for each LSGI on the basis of the TPR in that LSGI and carry out testing and quarantine to prevent the spread of COVID-19 such that the person who tests positive first in a dwelling, where facility for room quarantine (including equipment like pulse oxymeter) is not available, shall be shifted to the CFLTC, DCC for quarantine immediately.

(By order of the Governor)

Dr V P Joy  
Chief Secretary

To,

Additional Chief Secretary, Home & Vigilance Department  
Additional Chief Secretary, Revenue & Disaster Management Department  
Principal Secretary, Health & Family Welfare Department  
All Additional Chief Secretaries/ Principal Secretaries/ Secretaries  
All Heads of Departments including State Police Chief  
Regional Director, RBI, Thiruvananthapuram  
All District Collectors  
All District Police Chiefs  
Copy to:  
Private Secretary to Chief Minister  
Private Secretary to all Ministers  
Special Secretary to Chief Secretary  
Director, I&PRD/Web and New Media  
Copy/ Stock file

Forwarded /By order

Signed by Jayachandran K  
P

Date: 15-06-2021 21:56:53

Reason: Approved  
Section Officer

**1. Guidelines generally applicable to the entire State :**

- a. Industrial, Agricultural and Construction activities including quarries will be permitted in all LSGIs. Transportation / movement of labourers will also be permitted. Shops dealing with raw materials (including packaging materials) for these activities will also be permitted from 7 AM to 7 PM.
- b. Shops selling essential items (details given below) will be permitted from 7 AM to 7 PM every day.

- o Shops selling food
- o Ration shops under PDS
- o Grocery shops
- o Shops selling milk and dairy products
- o Shops selling fruits and vegetables
- o Shops selling meat and fish
- o Shops selling birds and animal feeds
- o Bakeries

- c. Following Central government offices will function with adequate staff:

- I. Defence
- II. Health
- III. Central Forces
- IV. Treasury
- V. Petroleum/ Petronet/LNG/LPG services
- VI. Power generation and transmission
- VII. Postal Department and Post Offices
- /III. National Informatics Centre
- IX. Early Warning Agencies
- X. Food Corporation of India
- XI. Indian Meteorological Department

- XII. Doordarshan
- XIII. All India Radio
- XIV. Central Water Commission
- XV. National Cyclone Mitigation Project
- XVI. Airports/Seaports/Railway (Except Metro Rail)
- XVII. Airport Authority of India
- XVIII. Labour Department
- XIX. VISA/Consular services
- XX. Regional Passport Offices
- XXI. Customs Services
- XXII. E S I
- XIII. Other departments engaged in COVID-19 related activities
  - d. Following State government offices will function with adequate staff:
    - i. Health Department
    - ii. AYUSH department
    - iii. Revenue Department
    - iv. LSG Department
    - v. Food and Civil Supplies Department
    - vi. Industries Department
    - vii. Labour and Skills Department
    - viii. Zoo
    - ix. Kerala I T Mission
    - x. Irrigation Department
    - xi. Animal Husbandry Department
    - xii. Social Justice Department and Institution
    - xiii. Insurance Medical Service
    - xiv. Police

- xv. Excise
- xvi. Home Guards
- xvii. Civil Defence
- xviii. Fire & Rescue Services
- xix. Disaster Management Department
- xx. Forest & Wild Life Department
- xxi. Prisons
- xxii. District Collectorates
- xxiii. Treasury
- xxiv. Power
- xxv. Sanitation
- xxvi. Information & Public Relations
- xxvii. Transport Department
- xxviii. Women & Child Development Department
- xxix. Dairy Development
- xxx. NORKA Development Department
- xxxi. Registration Department
- xxxii. Government Press (Thiruvananthapuram only)
- xxxiii. Lotteries Department

- e. Government Secretariat and Accountant General Office will function with upto 50% staff on rotation basis.
- f. There will be complete lockdown on Saturdays and Sundays across the state with the same guidelines as issued for 12<sup>th</sup> and 13<sup>th</sup> June-2021 vide Government Orders GO (Rt) No.459/2021/DMD dated 07.06.2021 and GO (Rt) No.461/2021/DMD dated 10.06.2021
- g. Public Transport (KSRTC and private) will be allowed with Covid protocols only on need basis. However, stops will not be allowed in category C and D areas.
- h. Banks and Financial Institutions will function on alternate days (Monday,

Wednesday and Friday). 17<sup>th</sup>, 19<sup>th</sup> and 22<sup>nd</sup> of June, 2021 will be public holidays under Negotiable Instruments Act-1881 for banks. Clearing houses of member banks will function on all days.

- i. Following services will also be permitted:
  - i. Dispensaries, Medical Stores, Medical Equipment Stores, Clinics, Nursing Homes, Laboratories, Ambulances, Other Hospitals and related medical establishments, their production and distribution units
  - ii. SEBI notified capital and debt marketing services
  - iii. Kochi office of Food Safety and Standard Authority and 4 notified laboratories
  - iv. Petrol Pumps, LPG/LNG/Gas retail sale and storage
  - v. Cold storages and Warehouses
  - vi. Private Security Services
  - vii. Cable/DTH services
  - viii. Telecommunications (including telecom towers), internet, Broadcasting and Cable Services
  - ix. IT and ITeS
  - x. Print /Electronics/Social Media Houses
  - xi. Co-operative credit societies
  - xii. E-Commerce and its vehicles
  - xiii. Urgent repair of vehicles and related services
  - xiv. Toll Booths
  - xv. Fishing, including inland and aqua culture
  - xvi. Palliative care services
  - xvii. Kerala Enviro Infrastructure Limited for undertaking Hazardous Waste Management
  - xviii. Sale and distribution of Hygiene materials (including personal hygiene materials)
  - xix. Manufacture and distribution and sale all equipment's connected with COVID containment activities, including masks, sanitizer, PPE kits etc.
  - xx. Toddy shops for parcel services only
  - xxi. Sale and transport of Natural rubber
  - xxii. Taxis and autos (including UBER/OLA) only for



- xxii. Taxis and autos (including auto-rickshaws) only for journey to airport/seaport/railway station and back, journey for vaccination purposes, purchase of essential items and hospital requirements. Driver plus 3 is allowed in taxis and driver plus 2 is allowed in auto rickshaws. However this restriction is not applicable for the journey of family members together
  - xxiii. Home services of Electrical /Plumbing/Lift/AC mechanics
  - xxiv. Pre Monsoon/Monsoon cleaning.
  - xxv. Services of attendants of aged and bedridden persons
  - xxvi. Works under MNREGA following COVID protocol.
  - xxvii. Offices of Advocates and their clerks during days of physical sitting in Courts (except in Category D areas) .
  - xxviii. RD collection agents of National Savings Scheme
  - xxix. Making of laterite bricks and its transportation to construction places
  - xxx. Theatres of KSFDCA can be used for Censorship related activities of movies
- j. Public functions or crowding of people will not be permitted. However marriage ceremonies and funerals will be permitted with maximum of 20 persons.
  - k. All National and State level public exams (including sports selection trials) will be permitted.
  - l. Tourism, recreation or indoor activities (including malls) are not permitted.

## **2. Special Guidelines applicable to Category A LSGIs :**

- a. All public offices including PSUs, Companies, commissions, corporations, autonomous organisations will function with upto 25% staff on rotation basis. Remaining staff will be on Work from Home duty.
- b. All shops (including Akshaya centres) and establishments in such LSGIs can function from 7 AM to 7 PM everyday with upto 50% employees/workers.
- c. Taxis and Auto rickshaws can operate. Driver plus 3 is permitted for taxis and driver plus 2 are permitted for autorickshaws. However this restriction is not applicable when the family members travel.
- d. Outlets of Beverages Corporation and Bars will be permitted for takeaway. Crowd management through time -slots utilising mobile app shall be implemented.
- e. Outdoor Sports activities with no physical contact will be permitted. Morning evening walk observing social distancing norms will also be permitted.
- f. Hotels and restaurants will be permitted to function for take-away,online/home delivery from 7 AM to 7 PM. Home delivery will be permitted till 9:30 PM.





- g. Domestic helps will be permitted to travel.

### **3. Special Guidelines applicable to category B LSGIs :**

- a. All public offices including PSUs, Companies, commissions, corporations, autonomous organisations will function with upto 25% staff on rotation basis. Remaining staff will be on Work from Home duty.
- b. Shops selling essential items can function from 7 AM to 7 PM every day. All other shops can function on Mondays, Wednesdays and Fridays from 7 AM to 7 PM with 50% employees/workers
- c. Akshaya centres will function from 7 AM to 7 PM.
- d. All Private establishments can work on Monday, Wednesday and Friday with upto 50 % staff strength.
- e. Outlets of Beverages Corporation and Bars will be permitted for takeaway only. Crowd management through time -slots utilising mobile app shall be implemented.
- f. Outdoor Sports activities with no physical contact will be permitted. Morning and evening walk observing social distancing norms will also be permitted.
- g. Hotels and restaurants will be permitted to function for take-away,online/home delivery from 7 AM to 7 PM.
- h. Domestic helps will be permitted to travel.

### **4.Special Guidelines applicable to category C LSGIs :**

- a. Shops selling essential items can function from 7 AM to 7 PM every day. Shops catering to marriage ( textiles, jewellery, footwear), students (books) and repair services can function only on Fridays from 7 AM to 7 PM with upto 50% employees/workers.
- b. Hotels and restaurants will be permitted to function for take-away,online/home delivery from 7 AM to 7 PM.

### **5. Special Guidelines applicable to category D LSGIs :**

- a. Special intensified stringent restrictions imposed across the state on Saturday and Sunday will be imposed in such LSGIs throughout the week vide Government Orders GO (Rt) No.459/2021/DMD dated 07.06.2021 and GO (Rt) No.461/2021/DMD dated 10.06.2021