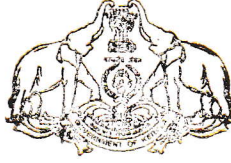


**Tom Jose  
Chief Secretary**



**Government of Kerala  
Secretariat  
Thiruvananthapuram-695 001**

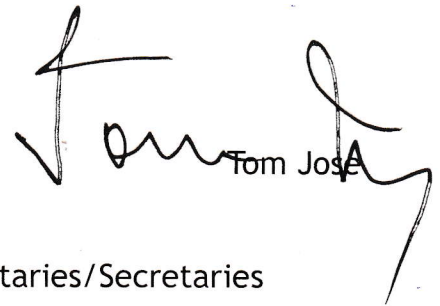
2<sup>nd</sup> April, 2020

**No. SS1/51/2020/GAD**

**NOTE**

It is noted that many departments, that are not actively involved with Covid-19 containment activities and not exempted from general lock down, are deputing staff on daily basis to Secretariat and other offices for the sake of managing day to day affairs. This is against the general guidelines issued in this regard and will defeat the very purpose of lockdown.

Hence it is reiterated that the departments other than those exempted from general lockdown need not depute any staff on daily basis. Staff shall work from home and they need to be called to office only in exigencies. The exempted divisions also shall employ only bare minimum staff for running its affairs.

  
Tom Jose

All Additional Chief Secretaries/Principal Secretaries/Secretaries