

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR

No. 1043 / BBE

Dated the 6th May, 2021

To

All Deputy Collectors, Collectorate, Keonjhar/ President Zilla Parishad, Keonjhar/ P.D., DRDA, Keonjhar/ P.A., ITDA, Keonjhar/RTO, Keonjhar/ Sub-Collector, Keonjhar/ DWO, Keonjhar / DPO, Keonjhar / DIPRO, Keonjhar/ DSWO, Keonjhar/Special LAO, DB Rail Link, Keonjhar/Deputy Collector, Election, Keonjhar/ Dist. Sports Officer, Keonjhar/ CSO, Keonjhar/ DM, OSCSC Ltd., Keonjhar/ Dist. Planning Officer, Keonjhar/ D.M., OSFDC Ltd, Keonjhar/Tahasildar, Keonjhar/ B.D.O., Keonjhar/ CDPO, Keonjhar/ Suptd. of Excise, Keonjhar/ Dy. Director, DPMU(P&S), Statistical, Keonjhar/ DI., Welfare, Keonjhar/ Govt. Pleader, Keonjhar/ Divisional Labour Commissioner, Keonjhar/Executive Engineer, R&B, Keonjhar/BEO, Keonjhar/ Dist. Agriculture Officer, Keonjhar/Dy. Director of Horticulture, Keonjhar Asst. Director, DPMU(P&S), Planning, Keonjhar/ Citizen Information Centre, Keonjhar/ ARCS, Keonjhar/ DEO, Keonjhar/ DRCS, Keonjhar/ Dist. Mass Education Officer, Keonjhar/ PIO, Collectorate, Keonjhar/ Spl. LAO (NH-215 Project)/ Steel Plant, Keonjhar/ LAO (Gen.)/ DSSO, Keonjhar/AAGCS, Keonjhar.

Sub: Arrangement of COVID-19 War Room Duty for the period from 07.05.2021 to 12.05.2021

Sir / Madam,

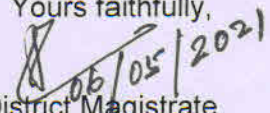
I am to send herewith COVID-19 War Room Duty Chart for the period from 07.05.2021 to 12.05.2021 for information and circulation among the concerned officer and staff assigned with the said duty. The assigned Officer and staff must attend the COVID-19 War Room duty on the following points in the Office of the CDMO, Keonjhar with the help of two doctors in each shift to be supplied by the CDMO, Keonjhar.

1. To monitor the supply/movement of ambulances to the COVID-19 affected patients.
2. To monitor the availability of oxygen gas cylinder well in advance as well as its utilization among the needy patients as and when required.
3. To maintain the records of COVID-19 positive patients with the help of Data Entry Operators already supplied to the CDMO, Keonjhar.

There will be no deviation under any circumstances. In case officer detailed for duty remains absent on leave or otherwise/assigned roster duty, the C.L. sanctioning authority must arrange substitute in place of the absentee. Similarly substitute will perform COVID-19 War Room Duty in place of employee relieved or transferred or otherwise. The arrangement of shift duty is given below.

| 1 st Shift | 2 nd Shift | 3 rd Shift | 4 th Shift |
|-----------------------|--------------------------|--------------------------|--------------------------|
| 7 AM to 12 Noon | 12.00 Noon to 05.00 P.M. | 05.00 P.M. to 10.00 P.M. | 10.00 P.M. to 07.00 A.M. |

Yours faithfully,

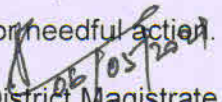

06/05/2021
Addl. District Magistrate,
Keonjhar

Memo No. 1044 / Dated the 6th May, 2021

Copy forwarded to the concerned officers for information and necessary action.

Copy forwarded to the CDMO, Keonjhar for information & necessary action. He is requested to supply the room which is to be used as COVID-19 War Room with all requisite accessories. He is also requested to supply one landline and mobile to the officers and staffs who have been assigned COVID-19 War Room Duty.

Copy to PA to Collector/Stenos to ADM, Keonjhar for needful action.


06/05/2021
Addl. District Magistrate,
Keonjhar

COVID-19 WAR ROOM DUTY ARRANGEMENT FOR THE PERIOD FROM 07.05.2021 TO 12.05.2021

| Date | Shift | Sl. No. | Name & Designation of Officer | Mobile Number | Name of the Office | |
|------------|------------|-----------|----------------------------------|----------------------------|---|---------------------------------|
| 07.05.2021 | 1st Shift | 1 | Suchismita Dash, Asst. Collector | 9337841407 | G&M Sec Collectorate, Keonjhar | |
| | | 2 | Chinmayee Patil, SRA | | G&M Sec Collectorate, Keonjhar | |
| | 2nd Shift | 1 | Smt Sarmista Naik, AEE | 8984051593 | R & B Keonjhar | |
| | | 2 | Rashmirekha Patra, SRA | | Touzi Section, Collectorate, Keonjhar | |
| | 3rd Shift | 1 | Bharat Kumar Das, LAO, Keonjhar | 8249531697 | Div. Labour Commissioner, Keonjhar | |
| | | 2 | Ajit Kumar Naik, SRA | | DRDA, Keonjhar | |
| | 4th Shift | 1 | Pradip Kumar Sarangi, AEE | 9437165117 | R&B, Keonjhar | |
| | | 2 | Biswanath Barik, SRA | | Dist. Welfare Office, Keonjhar | |
| | 08.05.2021 | 1st Shift | 1 | Anita Naik, Asst Collector | 8249459658 | Dev. Sec Collectorate, Keonjhar |
| | | | 2 | Rashmirekha Roul, SRA | | Dev. Sec Collectorate, Keonjhar |
| 2nd Shift | | 1 | Jyotirmayee Pradhan, JE | 8480710350 | R & B Keonjhar | |
| | | 2 | Jogamaya Devi, SRA | | Civil Supply Office, Keonjhar | |
| 3rd Shift | | 1 | Jagabandu Sahu, BEO, Keonjhar | 9437713300 | BEO Keonjhar | |
| | | 2 | Brajaj Bihari Sahoo, SRA | | Nizarat Section, Collectorate, Keonjhar | |
| 4th Shift | | 1 | Rajib Lochan Behera, AAO | 6438019142 | Agri Dist Office, Keonjhar | |
| | | 2 | Bhimsen Jena, SRA | | RTO, Keonjhar | |

08/05/2021

| | | | | | | |
|------------|------------|-------------------------------|--------------------------------|-------------------------------------|-------------------------------|---|
| 09.05.2021 | 1st Shift | 1 | Susmita Mallick, JE | 9090149985 | R & B Keonjhar | |
| | | 2 | Minati Sahoo, SRA | | DSWO, Keonjhar | |
| | 2nd Shift | 1 | G. Subhalaxmi, Asst Agri Eng | 9437150411 | DD, Horticulture, Keonjhar | |
| | | 2 | Mitali Dash, SRA | | DRDA, Keonjhar | |
| | 3rd Shift | 1 | Akshya Kumar Pingua, ADWO | 9437804796 | DWO, Keonjhar | |
| | | 2 | Amiya Kumar Mishra, SRA | | Dist Welfare Office, Keonjhar | |
| | 4th Shift | 1 | Harekrushna Chand Hansdah, AHO | 7735157569 | DD, Horticulture, Keonjhar | |
| | | 2 | Ranjan Kumar Naik, Sr. Clerk | | Mining Office, Keonjhar | |
| | 10.05.2021 | 1st Shift | 1 | Laxmidevi Sharma, Asst Agri Officer | 7847022356 | Agri Dist Office, Keonjhar |
| | | | 2 | Babita Sahoo, SRA | | Civil Supply Office, Keonjhar |
| | | 2nd Shift | 1 | Reema Hasdah Asst Collector | 7656944624 | Sub Collector Office, Keonjhar |
| | | | 2 | Mitali Madhusmita Mohapatra, JRA | | Revenue Section, Collectorate, Keonjhar |
| 3rd Shift | | 1 | Suryanarayan Tripathy, ADWO | 9937639534 | DWO, Kwonjhar | |
| | | 2 | Sk. Saharwaj, SRA | | Civil Supply Office, Keonjhar | |
| 4th Shift | 1 | Rakesh Kumar Toppo, AE | 7008136832 | R&B, Keonjhar | | |
| | 2 | Jitendra Kumar Mohapatra, SRA | | Civil Supply Office, Keonjhar | | |

06/05/2021

| | | | | | | |
|------------|------------|-----------------------------|-----------------------------------|---------------------------------|------------------------------------|------------------------------------|
| 11.05.2021 | 1st Shift | 1 | Arunarani Oram, Asst Hort Officer | 8984677014 | Dy Director Horticulture, Keonjhar | |
| | | 2 | Bijaylaxmi Patra, SRA | | DPMU, Keonjhar | |
| | 2nd Shift | 1 | Debangana Barik, DCPO | 7978565580 | DCPO, Keonjhar | |
| | | 2 | Sonali Sasmita Mohapatra, SRA | | Sub Collector Office, Keonjhar | |
| | 3rd Shift | 1 | Rabinarayan Khata, AE | 8895470574 | R&B, Keonjhar | |
| | | 2 | Lalit Kumar Naik, Amin | | LAO, Collectorate, Keonjhar | |
| | 4th Shift | 1 | Amitav Mallick, AE | 7978750082 | R&B, Keonjhar | |
| | | 2 | Duryodhan Patra, Amin | | LAO, Collectorate, Keonjhar | |
| | 12.05.2021 | 1st Shift | 1 | Sasmita Naik, Asst Hort Officer | 8018413653 | Dy Director Horticulture, Keonjhar |
| | | | 2 | Puspita Dehury, SRA | | Dist. Welfare Office, Keonjhar |
| | | 2nd Shift | 1 | Rasmita Swain, Asst Collector | 9650955309 | Sub Collector Office, Keonjhar |
| | | | 2 | Sushree Sangita Mohapatra, JRA | | Dist. Welfare Office, Keonjhar |
| 3rd Shift | 1 | Udayanarayan Dhara, AHO | 9439725606 | DD, Horticulture, Keonjhar | | |
| | 2 | Bijayananda Amanta, Amin | | LAO, Collectorate, Keonjhar | | |
| 4th Shift | 1 | Sushil Kumar Naik, AEE | 9777290678 | R&B, Keonjhar | | |
| | 2 | Goutam Chandra Mahanta, SRA | | Sadar Tahasil, Keonjhar | | |


 ADDITIONAL DISTRICT MAGISTRATE
 KEONJHAR