

**GOVERNMENT OF TELANAGANA**  
**MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o. Commissioner & Director of  
Municipal Administration,  
Telangana, Hyderabad.

**C I R C U L A R**

**Roc.No.186188/2020-H3**

**Date:24/03/2020**

**Sub: Mpl Admn Dept-**The Epidemic Diseases Act, 1897- Operational Guidelines  
on COVID-19- Communicated for taking further action- Reg

**Ref:** 1. G.O.Rt.No.166, MA & UD (General) Dept, Dt.24.03.2020  
2. Instruction issued by the Hon'ble Chief Minister on 24.03.2020 during  
the review meeting held on combat of COVID-19.

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The attention of all the Municipal Commissioners is invited to the references cited, wherein the Government in the reference 1<sup>st</sup> cited have issued operational guidelines to restrict the spread of COVID-19 to all the Head of Departments falling under MA & UD. Further the Hon'ble Chief Minister of Telangana during the review meeting held on 24.03.2020 on COVID-19 have issued specific instructions to be followed to restrain the spread of COVID-19. The same are as detailed below:

1. Establishment of control rooms and Grievance redressal cells in Municipalities
2. Topmost priority to the maintenance of essential civic services especially Sanitation, water supply and sewerage.
3. Proper up keep of towns including house to house garbage lifting and transportation and contingency plans required to be in place.
4. Sanitizers shall be used by all the officials before and after entries made in bio metric attendance.
5. Picking up homeless & shifting to Night Shelters
6. Closure of all parks and all other such places of public congregation
7. Ensure that social distancing norm of 5 feet between individuals at all public places
8. Violation of social distancing norm at business establishments during lockdown period is punishable under Section 188, 269 and 270 of IPC
9. All non essential goods and services shall be closed
10. All hotels and restaurants shall be functional only for sale of food items across the counter for take away / home delivery and not for in-situ consumption
11. Sale of food items, groceries, milk, bread, fruits, vegetables, eggs, meat, fish and their transportation and warehousing activities shall be exempted from restrictions.
12. The establishments are to be closed by 6.30 PM
13. Continue the existing functioning of Rs.5 /- Annapurna Meal kiosks, as they are essential and critical at this period
14. Mass spraying of disinfectants shall be taken up in all public places especially in thickly congested places. Expedient road repairs / maintenance of roads.
15. No Municipal Commissioner shall avail leave or be absent from the duties without prior consent of the competent authority

2. It is to further impress that the role of Municipal commissioners and sanitation staff are pivotal at this juncture. The good performances of the staff during the present crucial time shall be recognized and accordingly awarded and rewarded. It is, therefore, decided

by the Government to felicitate 3 best performing sanitation workers at ULB level who have successfully implemented sanitation activities and also to identify nearly 25 best performing Municipal Commissioners who have done outstanding work in upkeep of sanitation and improving cleanliness in the town. These Municipal Commissioners shall be felicitated after 20.4.2020. The sanitation activities/drive taken up shall be entered in “Pattana Pragathi” website and the same shall be considered as baseline data and improvements done upto 20.4.2020 will be considered for identifying the best performers. Detailed action points on this issue shall be communicated shortly.

3. In view of above, all the Municipal Commissioners in the State are hereby instructed to follow the above instructions issued by the Government from time to time and take all preventive activities for containment of COVID-19 in the Municipality in close co-ordination with the District administration and Dist Collector..

**DR N SATYANARAYANA IAS  
DIRECTOR OF MPL ADMN**

To:

All the Municipal Commissioners of Municipalities in the State for taking necessary action.  
Copy to all the Collectors & District Magistrates in the state for information  
Copy to all the Additional Collectors in the State for information  
Copy submitted to the Principal Secretary to Government, MA & UD Dept, Telangana,  
Hyderabad.

**Signature valid**

Digitally signed by Dr N  
Satyanarayana IAS  
Date: 2020.03.24 22:33:26 IST  
Reason: Approved