

MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF COMMISSIONER AND SECRETARY TO THE GOVERNMENT OF ASSAM, INDUSTRIES AND COMMERCE DEPARTMENT

Date and Time: 27th March 2020 at 11:00 AM

Officers Present:

- (i) Dr. K.K. Dwivedi, I.A.S, Commissioner and Secretary to the Government of Assam, Industries and Commerce Department
- (ii) Smt. Manjula Saikia Bhuyan, I.A.S., Secretary to the Government of Assam, Industries and Commerce Department
- (iii) Shri Oinam Sarankumar Singh, I.A.S., Commissioner, Industries and Commerce, Assam
- (iv) Shri Isan Bardalai, Additional Secretary to the Government of Assam, Industries and Commerce Department
- (v) Shri Bipul Das, Additional Director, O/o Commissioner, Industries and Commerce, Assam

Dr. K.K. Dwivedi, I.A.S, Commissioner and Secretary to the Government of Assam, Industries and Commerce Department presided over the meeting and Commissioner, Industries and Commerce gave an overview of the action taken so far on implementation of Government decisions for operation of the Industrial units producing essential items and commodities while maintaining the health and safety guidelines.

After threadbare discussion, following decisions were arrived at:

1. All GMs to be informed of Government of India's guidelines on the essential items which are allowed to be manufactured during the lockdown period.
2. Flipkart and Amazon are allowed to continue their day to day operations and for passes Deputy Commissioner's to be approached.
3. All GMs to liaison with the Deputy Commissioner's for permission to run industries manufacturing essential commodities and passes and also to avoid meeting the industrialists in office and all correspondence to be done online.
4. All GMs to compile and submit a report on the status of industries exempted during this Lockdown period, every evening to the Commissionerate as per format below:

Sl. No.	Name of the Unit and Address	Contact Number	Products Manufactured	No. of labourers working at present	Measures taken as per Guidelines

5. A common application form has been designed as below for industrial units producing essential items to apply for permission to run their units.
 - (i) Name of the Unit and address:
 - (ii) Nodal Officer and Contact Number:
 - (iii) Products Manufactured:
 - (iv) Production Capacity (Daily):
 - (v) Work Force : (a) Skilled : (b) Unskilled:
 - (vi) Active Work Force during the Lockdown Period : (a) Skilled: (b) Unskilled:
 - (vii) Vehicles that will be utilized for distribution /procuring raw materials:
(a) Vehicle Make : (b) Vehicle No.: (c) Drivers name:
 - (viii) Godown/Warehouse Capacity and Location :
 - (ix) Undertaking for maintaining sanitization(Gloves/ Mask/Sanitizer/Social Distancing Measures,etc) as per standing guidelines:

The meeting ended with a thanks to the Chair.

Sd/-

(Dr. K.K. Dwivedi, I.A.S.)

Commissioner and Secretary to the Government of Assam
Industries and Commerce Department

Dated the Dispur, 27th March, 2020

Memo No: Mi.49/2020/1-A

Copy to :

- (i) The Commissioner, Industries and Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati-21 for information and needful action to circulate among all concerned.
- (ii) The Managing Director, AIDC, AIIDC, ASIDC for information and needful action to circulate among all concerned.
- (iii) P.S. to the Commissioner and Secretary to the Government of Assam, Industries and Commerce Department for kind information of Commissioner and Secretary.



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Additional Secretary to the Government of Assam
Industries and Commerce Department