**Revenue & Disaster Management**
**(DM-II)Department,**
**Secretariat, Chennai-600009**

**Letter No.11634/DM-II/2020-1, dated: 30.4.2020**

From

Thiru K.Shanmugam, I.A.S.,
Chief Secretary to Government.

To

All Secretaries to Government, Secretariat, Chennai -9
All District Collectors,
The Commissioner, Greater Chennai
Corporation, Chennai

Dear Sir,

Sub: COVID 19 - Restrictions in movement of persons in the territorial jurisdiction of the State of Tamil Nadu - Issue of e-PASS - Online Portal - Circular -Issued

Ref:
1) G.O.Ms.No.172, Revenue & Disaster Management (DM-II) Department, dated: 25.03.2020
2) Govt. letter No.11422/DM-II/2020 -1 dated 28.3.2020
3) Govt. letter No.11430/DMII/2020-1 dated 30.3.2020
4) G.O.Ms.No.193, Revenue & Disaster Management (DM-II) Department, dated: 15.04.2020.
5) G.O.Ms.No.198, Revenue & Disaster Management (DM-II) Dated 20.4.2020.

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In continuation of the orders issued in the reference read above and in order to streamline the issue of passes, the Circular annexed to this letter issued for compliance.

Yours faithfully,

30/4/2020

For Chief Secretary to Government.

Copy to:

The Principal Secretary and Commissioner
of Revenue Administration, Chennai-05

**/PTO/**

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## ANNEXURE

## CIRCULAR

The State Government has issued orders in G.O.193 Revenue and Disaster Management (DM-II) Department dated 15-04-2020 extending the restrictions in movement of persons in the territorial jurisdiction of the state of Tamil Nadu, from 15.04.2020 to 03.05.2020.

Currently, Intra district, Inter district and Inter State travel for the general public are restricted, and emergency travel passes are issued to the public by the Commissioner, Greater Chennai Corporation in Chennai and by District Collectors in all the other districts. Similarly, passes for Organization/Industries are issued by the respective District Collectors / District Industries Centers.

In order to streamline the issue of passes, an online portal called TN e-Pass has been developed by TNeGA (https://tnepass.tnega.org). This portal is accessible through mobile phones also.

The online TN-ePASS portal (https://tnepass.tnega.org) enables individuals and Organisations to apply for e-passes for movement of people / employees. The passes will be of three types:

(i) **Intra District Pass (within a District)**: These passes will be issued by the District Collectors / District Industries Centres or Commissioner, Greater Chennai Corporation / JD, DIC. Each district pass will have a different colour than its neighbouring district.

(ii) **Inter District Pass (outside the District in Tamil Nadu)**: These passes will be issued centrally from the State e-Pass Control Room at Chennai. However, Inter-district passes for industries in Kancheepuram, Tiruvallur, Chengalpattu, and Chennai will continue to be issued by the respective District Collectors / District Industries Centres or Commissioner, Greater

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Chennai Corporation / JD, DIC (depending on where the industry is located). This pass would be in different colour from the Intra-District pass.

(iii) **Inter State Pass (outside Tamil Nadu)**: These passes will be issued centrally from the State e-Pass Control Room at Chennai. It would be of different colour than the other two categories. Any individual who is coming into Tamil Nadu will have to apply online and get the Inter State Pass.

The Inter District and Inter State passes will be centrally processed by a team of officials from Industries Department, MSME Department, Police Department and Revenue Department at State e-Pass Control Room in Chennai. A copy of Inter-district / Inter-State pass issued by the State e-Pass Control room will be sent to the concerned District Collector/ Commissioner on their dashboard and email.

All the individuals who come from other State would need to be put in home quarantine. Accordingly, the district collectors have to establish a mechanism to put such travelers under 'Home Quarantine', in their place of stay for 14 days (except for the persons who are coming to hospitals for treatment).

**1. INDIVIDUAL PASSES:**

**A: PERSONAL AFFAIRS**

An individual can apply for e-pass for personal affairs for the following 3 reasons only:

**(i)** **Marriage** – Pass can be issued for marriage of a close relative only. The marriage should have been fixed before the lockdown. The marriage invitation is mandatory supporting document to apply for this pass.

**(ii)** **Funeral** - Pass can be issued only to close relative to attend funeral. For this a Doctor Certificate (or) VAO Certificate (from VAO where death has occurred) (or) Death Certificate is a mandatory supporting document.

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(iii) **Medical Emergency** - Pass can be issued to one attendant other than the Patient for medical emergency. For this, a recent Doctor Certificate is a mandatory supporting document.

The applicant has to agree with the following conditions, to apply for the above passes:

i. The individual travelling from outside the State and coming into Tamil Nadu, shall call and inform 1070 about his arrival. The district authorities must declare and paste Home Quarantine notice in their place of stay and monitor him/she for 14 days.

ii. The individual travelling within the State is encouraged to undergo 'home quarantine' on return. If she/he develops any symptom of fever, cough etc., she/he must report to the nearest Public Health facility immediately.

iii. The individual has to confirm that she/he has not come into in contact with any Corona positive cases for the past 15 days.

iv. TN-ePASS (if issued) is not transferable. Misuse of the TN-ePASS is liable for prosecution.

v. The TN-ePASS (if issued) must be carried by the applicant and produced for any verification by authorities. The e-Pass copy may be printed and pasted on the windscreen of the vehicle and an electronic copy should be made available to the police and other personnel at various checking points. Applicants may note that many States have imposed various restrictions in respect of Inter State travel. Hence, the applicant must verify the same with the concerned authorities of the destination/transit States before they commence the travel. Applicants must adhere to the directions issued by those State Governments as well.

vi. The passes are issued subject to various public health advisories including use of face mask, social distancing and all other hygiene protocols.

**B: SKILLED SERVICE PROVIDERS**

Once permitted by Government order, passes will be provided for self-employed skilled service providers like plumbers, electrician, carpenters etc.

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**2. INDUSTRY / ORGANISATION PASSES:**

An organization (All shops & establishments, IT, Industries etc) can apply for passes for movement of their employees as detailed below.

(i) Organisations would need to upload their GST /RoC registration certificate/ Udyog Aadhaar as a proof.

(ii) The organisations must follow the SOP detailed in the annexure-I along with any other orders issued by the Government from time to time.

(iii) Details of vehicles permitted for transporting employees by such organisations will be notified by Government from time to time.

GM, District Industries Centre / Joint Director, Industries and Commerce, Chennai shall issue passes for all types of industries (large & MSMEs), IT and ITES, warehousing and logistics. The pass issue details will be available in the Collector's dashboard. For all others including construction passes will be issued by PA(G) or officer authorised by Collector / Commissioner, Greater Chennai Corporation for this purpose.

**3. SMS notification and ePASS Download**

People can apply for the passes by using their mobile numbers and entering the OTP received. Once they have applied an acknowledgement SMS is sent to their mobile. After their request is processed, another SMS is sent on the mobile indicating the decision taken on their application. If the pass is approved, applicant can login to the system using her/his mobile number and can download the pass issued.

**4. QR CODE BASED VERIFICATION**

All the passes will have a QR Code. Any checking personnel can use any QR code scanner (downloaded from Google Play or iOS App Store) to verify the authenticity of the e-Pass.

**5. CALL CENTER SUPPORT**

To answer the queries from the district authorities and applicants, State e-Pass Control Room at Chennai has a toll free number in 1-800-425-1333 from 8 am to 8 pm (All days).

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**6. FREE of COST e-Sevai SUPPORT**

To help the citizens who do not have access to internet,Collectors are directed to ensure the e- sevai centres in all Taluk Offices be made functional and they should help the citizens in applying for the e-passes without any charge.

**7. Validity of already issued passes (by the District Collectors/Greater Chennai Corporation Commissioner/Industries Department)**

Passes already issued by District Collector/Greater Chennai Corporation Commissioner which have not expired would remain valid till a cut off date which would be intimated in due course. After the cut off date only the passes issued in the new system would be valid.

All the District Collectors / Greater Chennai Corporation Commissioner / Industries Department are requested to switch over to the new system (TN ePass System). Date and time of commencement of this new system would be intimated shortly. Login Id and password for each district, Industries Department and Greater Chennai Corporation has been generated and shared with the respective e-District Managers.

**K.SHANMUGAM,**
**Chief Secretary to Government.**

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30/4/2020

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**Standard Operating Procedure for Social Distancing for Offices, Workplaces, Factories and Establishments**

In respect of organisations the following guidelines have to be followed.

i) Wearing of Face cover is compulsory in all Public places, work places.

ii) All persons in charge of Public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.

iii) No Organization / Manager of Public places shall allow gathering of 5 or more persons.

iv) Spitting in Public places will be punishable with fine.

v) All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.

vi) Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.

vii) All organizations shall sanitize their work places between shifts.

viii) Large meetings are prohibited.

ix) Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.

x) All areas in the premises including the following shall be disinfected completely using user friendly disinfectant twice every day.

a. Entrance gate of building, office etc

b. Cafeteria and canteens

c. Meeting room, Conference Halls/Open areas available/verandah/ entrance gate of site, bunkers, porta cabins, building etc

d. Equipment and lifts

e. Washroom, toilet, sink, water points etc

f. Walls/all other surfaces

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xi) All vehicles and machinery entering the premise should be disinfected by spray mandatorily

xii) Medical insurance for the workers to be made mandatory

xiii) Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.

xiv) Large gathering or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.

xv) Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.

xvi) Use of staircase for climbing should be encouraged.

xvii) There should be strict ban of gutka, tobacco etc, and spitting should be strictly prohibited.

xviii) There should be total ban on non-essential visitors at sites.

xix) Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.

xx) Use of AarogyaSetu/IVRS will be encouraged for all employees both private and public.

**K.SHANMUGAM,**
**Chief Secretary to Government.**

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