ABSTRACT

Disaster Management Act, 2005 - COVID-19 - Government Examination- Distribution of Provisional mark certificates, applying for scanned copy/Retotalling/revaluation of answer scripts and to collect the scanned copies/results of revaluation/retotalling/printed mark certificates - Permission - Approval of Standard Operating Procedure - Orders - Issued.

REVENUE AND DISASTER MANAGEMENT (D.M.II) DEPARTMENT

G.O. (Ms) No.379 **Dated: 22 .07.2020**

சார்வரி–ஆடி 7,
திருவள்ளுவர் ஆண்டு, 2051

Read:

1. G.O.(Ms) No.172, Revenue and Disaster Management Department dated 25.03.2020
2. G.O.(Ms) No.217, Revenue and Disaster Management Department dated 03.05.2020
3. G.O.(Ms) No.245, Revenue and Disaster Management (DM-II) Department, dated 18.5.2020.
4. G.O.(Ms) No.246, Revenue and Disaster Management Department dated 20.05.2020
5. G.O.(Ms) No.262, Revenue and Disaster Management Department dated 31.05.2020
6. From the Director of Government Examinations letter No.127311/H1/2019, dated 16.07.2020

xxxxx

ORDER:

In Government order 1 to 5th read above, the Government have issued orders with regard to the guidelines to be followed during lock down period in adherence to the notifications issued by Ministry of Home Affairs, Government of India from time to time.

2. In the reference 6th read above, the Director of Government Examinations has stated that, the results of the candidates who have appeared in March 2020 Higher Secondary (Second Year) Examination and the Higher Secondary First year arrear subjects has been declared on 16.07.2020. In continuation of that, as an usual procedure, facilitation will be provided to the candidates to collect their provisional/printed mark

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certificates from the schools and to apply and collect the scanned copy /results of re-totaling / revaluation of answer scripts through their schools and same will be provided through Private Examination Centres for Private Candidates.

3. Now the Director of Government Examinations has further sought approval for the Standard Operating Procedure (SOP) to permit the students to come to school from 24.7.2020 to 30.7.2020 for distribution of provisional mark certificates and for applying for scanned copy /re-totaling / revaluation of answer scripts and to involve the teaching/Non teaching staff connected with the above work. The printed mark certificates will be distributed later.

4. The Government hereby issues orders:

i) Permitting the students to come to school from 24.7.2020 to 30.7.2020 for distribution of provisional mark certificates to them, for applying for scanned copy /re-totalling / revaluation of answer scripts and to collect the scanned copies of answer scripts/ results of revaluation/re-totalling/printed mark certificates thereafter and to involve the teaching/non teaching staff connected with the above work and approving the Standard Operating Procedure (SOP) for the same prescribed in Annexure of this order.

(By order of the Governor)

K.SHANMUGAM,
CHIEF SECRETARY TO GOVERNMENT.

To
The Principal Secretary and Commissioner of Revenue Administration, Chepauk, Chennai-5.
All Additional Chief Secretaries, Principal Secretaries and Secretaries to Government, Secretariat, Chennai – 9
All the District Collectors,
The Commissioner, Greater Chennai Corporation, Chennai

Copy to:
The Hon'ble Chief Minister Office, Chennai-9.
The Special Personal Assistant to Hon'ble Deputy Chief Minister, Chennai-9.
The Special Personal Assistant to Hon'ble Minister for Revenue & Disaster Management and Information Technology, Chennai-9.
The Private Secretary to Chief Secretary to Government,Chennai-9.
The Principal Secretary, School Education Department, Chennai-9.
The Director of School Education Department, Chennai-6.
The Director of Government Examinations, Chennai-6.

/Forwarded By Order/

Jeyams 22/7/2020

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ANNEXURE

Standard Operating Procedure (SOP) with regard to COVID-19 prevention during distribution of provisional/ printed mark certificates to students and while applying for scanned copy/ revaluation/re-totalling of answer scripts and collecting the scanned copies/results of revaluation/ retotalling by students in schools

Introduction:

The Government has declared the results for the Standard 12 Board Examinations on 16.07.2020. The students/private candidates will be issued with provisional/printed mark certificates in their respective schools/private examination centres. Further, the students/private candidates can apply for scanned copy / revaluation/ re-totalling of answer scripts through their respective schools/ private examination centres and get them. Similarly, the provisional/printed mark certificates of Standard 11 and 10 board examinations will be issued subsequently after results are declared.

The following Standard Operating Procedure (SOP) is provided so that social distancing norms are followed in schools while distributing mark certificates to students, while applying for scanned copy/ revaluation/ re-totalling of answer scripts and while collecting the scanned copies/ results of revaluation/ re-totalling by students in schools, taking care of pandemic prevention requirements.

I Social Distancing norms

1. Provisional/Printed mark certificates shall be issued to students/parents in their schools according to pre-assigned time slots to avoid queuing. Not more than 20 students/parents should be asked to come during a slot of one hour.
2. Students/parents in containment zones and undergoing quarantine due to travel shall be asked to come to school to collect the mark certificates after the quarantine period is over or the containment zone is declared normal.
3. Proper boxes must be marked on the floor/ground to ensure social distancing in the queue.
4. The students/parents must come to collect mark certificates wearing a face mask.

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5. On the days of the distribution, social distancing norms shall be followed to avoid crowding at the gate.
6. The students shall not be allowed to linger outside in the schools.
7. The staff distributing provisional/printed mark certificates must wear hand gloves.
8. Two class rooms must be earmarked as waiting halls for students/parents following social distancing norms. However, waiting of students/parents must be avoided to maximum extent.
9. Similarly, social distancing norms shall be followed while students apply for scanned copy / revaluation / re-totalling of answer scripts in schools and collect the scanned copies of answer scripts/ results of revaluation/ re-totalling by students in schools.
10. Separate rooms with online facilities/staff shall be earmarked to assist students applying for scanned copy /revaluation/re-totalling of answer scripts and to collect the scanned copies/ results of revaluation/retotalling. Proper boxes must be marked on the floor/ground to ensure social distancing in the queue outside the room.
11. To the extent possible, students/parents desirous to apply for scanned copy / revaluation / re-totalling of answer scripts in schools should do this when they come to school to collect provisional mark certificates.

II Precautionary measures and sanitization:

1. Prior to distribution of provisional/printed mark certificates,etc., the school premises along with furniture, hand rails, doors, windows etc. shall be disinfected properly following the Government guidelines already issued for the same. This exercise should be done daily before starting the work.
2. Provision of hand wash facilities with soap and running water which is the most preferred mode of disinfection for hands shall be made adequately in school premises. In addition, hand sanitizers shall be provided.
3. Personnel/teachers/students/parents shall only be allowed to enter the premises after washing their hands with soap /sanitizing. Suitable hand wash with soap /sanitization provisions shall be made at the entry and exit points of the schools and wherever required.

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4. The handling staff shall disinfect his/her hands before touching the mark certificates /other forms and distributing them to students/parents.
5. CEOs/DEOs shall communicate the **Government guidelines** for sanitization of public places to all schools / local bodies/health department officials for strict compliance by all concerned.
6. Wash areas, toilets, etc., where people are likely to come shall be disinfected properly. Social distancing norms shall apply to such areas strictly.
7. The management of every school shall be responsible for the upkeep of their school premises according to these standards.

III Social behaviour for pandemic prevention

1. The Head Master shall ensure that a clean face mask is used by all teachers/students/ personnel involved in the work.
2. Wearing of face cover shall be compulsory in all areas of the school premises. Touching the mask should be kept to minimum.
3. Touching the face or any part of the face should be avoided.
4. Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be avoided.
5. Spitting should be strictly prohibited except in wash areas where the same should washed away in running water immediately.
6. Social distancing shall be maintained at all places.

IV. Other instructions

1. All employees/teachers/students must compulsorily wear their Identity card at all times.
2. Employees/ teachers/students/parents should be strictly instructed not to create any gathering inside the school premises.
3. The Head Masters shall be held responsible for adherence of guidelines in the schools and should carry out compliance checks frequently.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

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