



Covid-19 Emergency Pass (Andhra Pradesh)

1. What is Covid-19 Emergency Pass?

- Government has taken the step to issue **Covid-19 Emergency Passes** to organisations which are engaged in manufacturing, transport, sale of essential commodities and providing essential services, by working with limited staff to ensure availability of essential commodities and services in the state.

Essential commodities and services are defined in the **GO RT no 289**, dated **26.03.2020** issued by the Agriculture and Cooperation (MKTG II) Department. For the purpose of issuing of passes, the organisations have been divided into two categories:

- i. Organizations which are involved in supplying and retail sale of Essential Commodities & supply of Essential Services.
 - ii. Organizations which are involved in Manufacturing of Essential Commodities
- Only 20 % of the Organization Staff is entitled to work (minimum of 5) & issuance of Covid-19 E-Pass with prescribed terms & conditions.

2. Why is this Covid-19 Emergency Pass Service Launched?

- The pass is meant for private sector employees who work in factories/offices/establishments which are engaged in the production or supply of essential goods or services as listed in **GO RT no 289**, dated **26.03.2020** issued by the Agriculture and Cooperation (MKTG II) Department.

3. Who applies for this pass?

The owner/employer/head of the organisation applies for the pass on behalf of all the employees. If the owner/employer/head of the organisation requires the pass, he/she should also apply in the employee category.

4. Who does not need this pass?

Pass is not required for the following category of people:

- Employees working in the government offices.
- General public to move out to purchase essential commodities/services during the stipulated time (6am to 11am).
- Vehicles engaged in the transport of goods including attender of the vehicle.
- Farmer transporting agricultural produce/ horticulture produce and aqua products.

5. Who approves/ rejects the application?

- Joint collector of the district, who is the chairman of the District Control Centre is the authority for approval and rejection of the application.

6. What is the Process Flow?

- Organization owner (Employer) of below mentioned categories are entitled to apply for Covid-19 Emergency Pass under:

i. Category 1: Transport, Sale of Essential Commodities and Providing Essential Services.

Owner of the organization (Employer) needs to apply for Covid-19 Emergency pass by filling the mandatory fields of employer & employees.

- a. The application will be sent to District Control Centre for verification.
- b. The concerned department officer (Department to which that essential commodity relates to) along with the help of the police officer present in the control room will vet the application and close the application as either approved or Rejected.

ii. **Category 2: Manufacturing of Essential Commodities**

Owner of the organization (Employer) needs to apply for Covid-19 Emergency pass by filling the mandatory fields of employer & employees.

- a. The Application will be sent to Tahsildar/Municipal Commissioner for verification.
- b. Tahsildar/ Municipal Commissioner will verify the details of the application by conducting local enquiry & submit the report online using the specified checklist. The filled checklist will then be submitted to District control centre.
- c. The District control centre will cross-verify the inputs shared by Tahsildar/ Municipal Commissioner & then will either **Approve** or **Reject** the application.

In both the categories 1 & 2, once the approval is given, the pass will be sent to employee mobile numbers in a SMS format with encrypted QR Code. The SMS will have a web-link which when clicked opens up a printable format with encrypted QR Code. The police personnel at the check posts are provided with QR code reader.

In case of rejected category, a message will be sent to the applicants.

7. How to apply for the Pass?

The application for the Covid-19 Emergency Pass can be made at <https://gramawardsachivalayam.ap.gov.in/CVPASSAPP/CV/CVOrganizationRegistration>

8. What is the grievance redressal mechanism for the applicant?

- a. Applicants can contact the help line number **1902** for registering their Grievances.
- b. Once the grievance is registered at the call centre, it will be sent to Joint Collector.
- c. Joint Collector is the authorized person to verify & redress the grievances as Approved/Rejected