

**Government of Himachal Pradesh
Department of Personnel**

No.Per (AP-B)B(15)-19/2020

Dated: Shimla-171002,

2nd May, 2020

Order

In order to contain the spread of Novel Coronavirus (COVID-19) to an extent by taking preventive, precautionary and pre-emptive measures for social distancing, in exercise of the powers vested in me under Clause 3 of the Himachal Pradesh Epidemic Disease (COVID-19) (Amendment) Regulations, 2020, in partial modification of this department's Orders dated 21st March, 2020 and 23rd March, 2020, it is hereby ordered in the public interest that:

- (i) All Class-I and Class-II officers under the Government of Himachal Pradesh will attend office on all working days.
- (ii) Pooling of official vehicles shall be done to the extent possible.
- (iii) In all offices, the attendance and timings of Class-III, Class-IV (contractual/ regular) and outsourced employees shall be staggered by the Controlling Officers.
- (iv) Roster of employees shall be prepared by the Controlling Officers in such a manner that 30% of the employees will attend the office every day and the remaining will work from their home/ residence, so far as is practicable.
- (v) The employees, who do not attend office on any particular day, shall not leave the station, be available on telephone or others means of communication and will attend office, if called for any exigency of work.
- (vi) The wages/ emoluments of such employees shall not be deducted for the days of non-reporting in offices.
- (vii) The timings of arrival and departure of employees reporting for duties will also be staggered in order to prevent overcrowding enroute and in the offices by forming two groups. One group will report to duty at 10 a.m. and leave at 5 p.m. The other group will have official working hours between 10.30 a.m. to 5.30 p.m. The timings of lunch break will also be staggered.
- (viii) Provision for thermal scanning so far as is practicable, hand wash/ sanitizer will be made at all the entry and exit points of the work places.
- (ix) Meetings involving a large number of persons shall be avoided.
- (x) Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc.



shall be ensured. Hand sanitizers, soap and running water may be provided in washrooms. Proper cleanliness shall be maintained.

- (xi) Wearing of face cover/ mask shall be mandatory in all work places.
- (xii) All persons in charge of the work place shall ensure proper social distancing.
- (xiii) Employees, who develop flu like symptoms/fever or respiratory problems may be advised to proceed on paid leave and take the prescribed treatment/home quarantine. Pregnant women employees and those employees having underlying medical conditions may be advised to take extra precautions.
- (xiv) Employee (s) showing any symptom of COVID-19 should be sent to the nearest hospitals/ clinics/ quarantine facility identified for the purpose in consultation with the local administration/ health authorities.
- (xv) The employees may be advised to maintain personal hygiene and social distancing, resort to frequent hand washing, avoid unnecessary travelling, cover their nose/mouth while sneezing and coughing with handkerchief or tissue or flex elbow. They may also be advised not to shake hands or spit in public.
- (xvi) Use of *Arogya Setu* app shall be mandatory for all employees. The Head of office shall ensure 100% coverage of this app amongst the employees.
- (xvii) Most importantly, the employees may be advised not to spread/ believe in rumours or create panic.
- (xviii) This Order shall not apply to the field staff of the departments engaged in maintenance of essential/ emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (xix) This Order shall also be not applicable to the offices located in the Containment Zones or areas/ places identified by the State Government/ District Administration from time to time.

This Order shall come into force w.e.f. 4th May, 2020 till further orders.



(R.D. Dhiman)


Addl. Chief Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No.0177-2621911

Endst. No. Per(AP-B)B(15)-19/2020 Dated:Shimla-171002,

2nd May,2020

Copy to :-

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, HP High Court Shimla-171001.
4. The Divisional Commissioner, Shimla,Kangra and Mandi.
5. All Deputy Commissioners in Himachal Pradesh.
6. All the Superintendents of Police in Himachal Pradesh.
7. All the Managing Director/ Member Secretary/ Commissioner /Secretary/Chief Executive Officer/ Registrars of Boards/ Corporations/ Councils/ Authority/ Universities/ Municipal Corporations/Co-Operative Banks in HP.
8. The Secretary, HP Public Service Commission-171002.
9. The Secretary, HP Staff Selection Commission, Hamirpur
10. Guard File.


2/5/20

(Amarjeet Singh)
Special Secretary(Personnel) to the
Government of Himachal Pradesh
Tel. No.0177-2621897