

No. Secy (GAD) 602/2020  
Government of Himachal Pradesh  
General Administration Department

Dated: Shimla-171002, the 31<sup>st</sup> July, 2020

**ORDER**

Whereas, the Ministry of Health & Family Welfare Government of India wide Memorandum dated 4<sup>th</sup> June, 2020 has issued SOP on preventive measures to contain spread of COVID-19 in offices. And Para 6 of the ibid instructions regarding **Closure of work place** mention the following;

1. *If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.*
2. *However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building /block is adequately disinfected and is declared fit for re-occupation.*

Whereas, it has been observed that orders are being issued for closure of work places, sealing of office buildings by local Administration at their level which are not in conformity with the instructions of Ministry of Health & Family Welfare. There is no uniformity in the instructions being issued and this has created unnecessary confusion amongst the Officials and staff working in the Government offices.

Now therefore, it has been decided that said instructions of Ministry of Health & Family are hereby adopted and shall be followed strictly in all Government offices, autonomous bodies, corporations and other establishment across the State with the following change in Para 6(2) above.

"However, if more than five COVID-19 positive cases within a period of two days are reported in an office the entire building shall be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected and is declare fit for re-occupation".

It is also directed to follow the disinfection procedure in the offices as issued by the MoHFW which is also available on given link;

**<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>**

The above instructions may be followed strictly henceforth.

By order

Chief Secretary to the  
Government of Himachal Pradesh

1. All the Administrative Secretaries to the Government of H.P. Shimla-2
2. Registrar General of Hon'ble High Court /Advocate General, HP,
2. All the Divisional Commissioners/Deputy Commissioners in H.P.
3. All Head of Departments in Himachal Pradesh.
4. All MDs of Boards/Corporations/Autonomous Bodies in HP



(Devesh Kumar)  
Secretary (GAD) to the  
Government of Himachal Pradesh