

Government of Himachal Pradesh
Department of Personnel
Secretariat Administration Services-I

Per (SAS-I)A(5)-1/2010-L Dated: Shimla-2, the

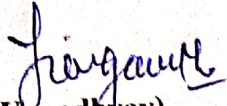
30th April, 2020

OFFICE MEMORANDUM

SUBJECT:- Effective use of 'Aarogyasetu' App for breaking the chain of transmission of COVID-19.

With reference to the subject mentioned above and taking note of the instructions issued from Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training vide their office memorandum No. 11013/9/2014-Estt(A-III) dated 29-04-2020, the following direction may strictly be followed to improve the safety of all employees of H.P. Secretariat:

- (i) All the officers, staff working in H.P. Secretariat should download 'Aarogyasetu' App on their mobile phones, immediately.
- (ii) Before starting for office, they must review their status on 'Aarogyasetu' App.
- (iii) The officers/staff are advised that in case the App shows a message that he /she has a 'moderate' or 'high risk' calculated on the basis of Bluetooth Proximity ("recent contact with infected person"), he/she should not come to office and self isolate for 14 days or till the status becomes 'safe' or 'low risk'.
- (iv) If any employee working in H.P. Secretariat is tested COVID-19 positive he/she shall immediately inform the Branch Officer/Section Officer, who further shall inform the concerned Secretary under intimation to SAD and R&I-II Sections.
- (v) To wash/sanitize hands on regular intervals.
- (vi) Store the files upside down.
- (vii) Always wear masks and use sanitizer occasionally while dealing with files.
- (viii) Not to keep the files on floor and they should be kept inside the almirah/cupboard as far as possible.


(J.N. Uppadhyay)
Under Secretary (SA) to the
Government of Himachal Pradesh

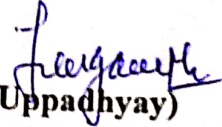
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(2)

Endst. No. As above Dated Shimla-02, the

30th April, 2020

1. Spl. Private Secy. to the Chief Secretary, Himachal Pradesh, Shimla-02.
2. P.S. to the Secretary (SA) to the Government of H.P., Shimla-02
3. The Joint Secretary (SA-R&I-II) to the Government of H.P., Shimla-02.
4. All the Branches/Offices of H.P. Secretariat, Shimla-02.
5. The Section Officer, SA-R&I-II, H.P. Secretariat, with the request to ensure the checking at the gate whether Aarogya setu App is downloaded by all the employees of H.P. Secretariat visitors or not.
6. Notice board.


(J.N. Uppadhyay)

**Under Secretary (SA) to the
Government of Himachal Pradesh.**