

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

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**IMMEDIATE**

No. Per(SAS-I)-A(5)-9/2010-L Dated:Shimla-2, the 20<sup>th</sup> April, 2020.

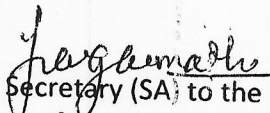
**Office Memorandum**

In pursuance to the Orders issued by the Department of Personnel, Himachal Pradesh on dated 21<sup>st</sup> March, 2020, this Department vide Circular of even number dated 23<sup>rd</sup> March, 2020 for taking preventive, precautionary and pre-emptive measures for social distancing to contain the spread of Novel Corona Virus (COVID-19) has issued detailed instructions to all the officers/ officials of H.P. Secretariat.

Whereas, in these instructions it was emphasized that the employees, who do not attend office on any particular day, **will not leave the station** and should be available on telephone or by other means of communication to attend the office, if called for any exigency of work. But, it has come to the notice of the Government that the officers/ officials have left the station which is clear violation of instructions issued by the Government/ Department of Personnel and the same has been viewed very seriously by the higher authorities.

All the Branch Officers in H.P. Secretariat are hereby requested to provide the list of those officials working under their control, who are not present at Station i.e. Shimla within three days. In addition to this in case any employee who during the period of Lock Down has come to Shimla from the areas which has been identified as 'Hot Spots', clusters, containment zones and is attending the office, their details be given and they may be advised to get themselves quarantined and inform the Health Department accordingly.

**THIS MAY BE GIVEN PERSONAL ATTENTION.**

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

All the Branch Officers/  
Pr. Private Secretary/  
All the Sr. Spl. PS/ Spl. PS/ Sr. PS/  
Section Officers in H.P. Secretariat.

Endst. No. As above. Dated:Shimla-2, the 20<sup>th</sup> April, 2020.

Copy to following for information:

1. The Spl. PS to Chief Secretary to the Government of Himachal Pradesh.
2. The Spl. PS to Secretary (SA) to the Government of Himachal Pradesh.

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