

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

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

OFFICE ORDER

In pursuance to the instructions of the Department of Health, Government of Himachal Pradesh issued vide orders No. HFW-A-A(3)—1/2020 dated 14th April, 2020 and 16th April, 2020 it has been decided that **authorized Officers** in H.P. Secretariat shall be present in their offices with a maximum of three other officers/ officials to dispose of urgent official work, whenever it is required in the public interest, till further orders. However, the number of officers/officials can be amended as per directions of the Department of Personnel issued from time to time. In addition to this, the following measures are to be taken in the office to contain the spread of Novel Corona Virus (Covid-19):-

1. **Section Officer, R&I-II & Resident Superintendent (Control Room), H.P. Secretariat will ensure regular sanitization and disinfection of (by suitable disinfectant approved by the Health Department) :-**
 - a. Entrance Gates/ security guard booths of the H.P. Secretariat.
 - b. Office rooms and corridors by mopping using disinfectant solution.
 - c. Wiping of doors' handles of all the rooms.
 - d. Washroom doors, stair cases, hand rails, lift buttons, etc.
 - e. Tables, chairs, frequently touched areas, etc. by visitors in Canteens.
 - f. Tables, chairs, etc. used in Conference Rooms.
 - g. Ensure availability of sanitizers in all dispensers placed at entrances of the buildings.
 - h. Ensure cleaning, sanitization and disinfection of washrooms and availability of soap in all washrooms.
 - i. The equipment/ etc. used for cleaning process should be carefully cleaned/ disposed off at the end of the cleaning process.

2. **Section Officer (Reception) H.P. Secretariat will ensure:-**
 - a. Proper distancing between the entrants may be maintained while entering into the office premises.
 - b. Thermal Screening of each person entering into the office premises.
 - c. Proper hand sanitization of the person entering into the office premises.
 - d. Only authorized person be allowed to enter the office premises.

3. **Section Officer(R&I-I) will ensure availability of sufficient quantity of the following items, which will be issued to concerned as per requirement:-**
 - a. Hand Sanitizers.
 - b. Face Masks.
 - c. Hand Gloves.

4. **Section Officer, R&I-II, and Section Officer, GAD-A Section, H.P. Secretariat** will ensure that the Drivers of all vehicles entering in the premises of H.P. Secretariat should get their vehicles cleaned, sanitized and disinfected by suitable disinfectant mandatorily.
5. **General Guidelines to be followed by all Officers/ Officials:-**
- Wearing of face cover/ mask is compulsory in office premises.
 - Maintenance of proper social distancing as per Ministry of Health and Family Welfare guidelines.
 - Gathering of more than 3 persons will not be allowed.
 - Spitting in the offices and public places is strictly prohibited.
 - Eating Gutka, Tobacco, Chewing Gum, etc. is strictly prohibited.
 - Cooperation with Security Officials/ Security Guards and cleaning workers.
 - All employees are to be encouraged to download and use **Arogya Setu App**.
 - Ensure seating at least 6 feet away from others in offices/ meetings, etc.
 - Use of staircase should be encouraged.
 - Not more than 2 persons, facing opposite side will be allowed to travel in lifts.
 - Frequent hand cleaning with soap and sanitizing with alcohol-based sanitizer be encouraged. Alcohol based Sanitizer dispensers have been placed at entrances of the buildings.
6. In addition to above, the Instructions contained in Revenue Department-Disaster Management Cell, Govt. of H.P. vide order No. Rev(DMC) (C)-20-2/2020-COVID 19 dated 18th April, 2020 should be followed strictly.

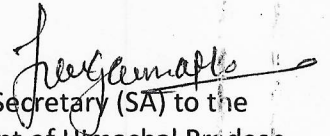
By Order

Devesh Kumar
Secretary (SA) to the
Government of Himachal Pradesh.

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

Copy forwarded to:-

- All the Administrative Secretaries to the Govt. of Himachal Pradesh for information.
- All the Branch Officers, H.P. Secretariat, Shimla for information and necessary action.
- The Pr. PS/ All the Sr. Spl. PS/ Spl. Private Secretaries/ Sr. PS, H.P. Secretariat, Shimla.
- All Section Officers/ Private Secretaries and other Officials of Class-III and Class-IV categories for strict compliance.


Under Secretary (SA) to the
Government of Himachal Pradesh
