

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

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

05th May, 2020

Circular

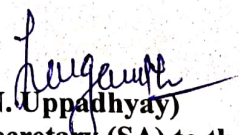
In pursuance to the instructions of the Department of Personnel issued vide order No. Per(AP-B)-B(15)-19/2020, dated 2nd May, 2020 and in continuation to this department's Circular/Office Memorandum/Addendum dated 23rd March, 2020, 30th April, 2020 and 01st May, 2020 respectively, for taking preventive, precautionary and pre-emptive measures for social distancing to contain the spread of Novel Corona Virus (COVID-19), all the Officers/Officials of H.P. Secretariat are hereby advised to adhere to the following :-

- (i) All Class-I and Class-II officers of H.P. Secretariat will attend office on all working days.
- (ii) Pooling of official vehicles shall be done to the extent possible.
- (iii) The attendance and timings of class-III, Class-IV (contractual/regular) and outsourced employees shall be staggered by the Branch Officer.
- (iv) Roster of employees shall be prepared by the Branch Officer 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 10:00A.M. and leave at 5:00 P.M. . The other group will have official working hours between 10:30 A.M. to 5:30 PM. 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 gates of the H.P. Secretariat.
- (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 H.P. Secretariat.
- (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 Secretariat 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 'Aarogyasetu' App shall be mandatory for all employees.**
- (xvii) Most importantly, the employees may be advised not to spread/believe in rumors or create panic.
- (xviii) This order shall not apply to the staff engaged in maintenance of essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

In addition to above 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', cluster, containment zones and is attending the office, their details be given and they may be advised to get themselves quarantined on medical advice only.

This order shall remain in force till further orders


(J.N. Uppadhyay)
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.