

**Government of Himachal Pradesh  
Department of Personnel**

Per(AP-B)B(15)-19/2020 Dated: Shimla-171002,

21<sup>st</sup> March, 2020

**Order**

In order to contain the spread of Novel Coronavirus (COVID-19) to an extent by taking preventive, precautionary and pre-emptive measures for social distancing, in exercise of the powers vested in me under Clause 3 of the Himachal Pradesh Epidemic Disease (COVID-19) (Amendment) Regulations, 2020, it is hereby ordered in the public interest that:

- (i) In all offices under the State Government, the attendance and timings of Class-III and Class-IV employees shall be staggered by the Controlling Officers.
- (ii) Roster of employees will be prepared by the Controlling Officers in such a manner that they report to their duties in two lots on alternate days. 50% of the employees will attend the office every day and the remaining 50% will work from their home/ residence, so far as is practicable.
- (iii) 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 will report to duty at 10 a.m. and leave at 5 p.m. The other group will have official working hours between 10.30 a.m. to 5.30 p.m.
- (iv) The employees, who do not attend office on any particular day, will not leave the station, be available on telephone or others means of communication and will attend office, if called for any exigency of work.
- (v) This Order shall not apply to the field staff of the departments engaged in maintenance of essential/ emergency services and those directly engaged in taking measures to control spread of COVID-19.

**This Order shall remain in force w.e.f. 23<sup>rd</sup> March, 2020 till further orders.**

  
**(R.D. Dhiman)**

Addl. Chief Secretary (Personnel) to the  
Government of Himachal Pradesh  
Phone No.0177-2621911

Endst. No. Per(AP-B)B(15)-19/2020 Dated:Shimla-171002, 21<sup>st</sup> March,2020

Copy to :-

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, HP High Court Shimla-171001.
4. The Divisional Commissioner, Shimla,Kangra and Mandi.
5. All Deputy Commissioners in Himachal Pradesh.
6. All the Superintendents of Police in Himachal Pradesh.
7. All the Managing Director/ Member Secretary/ Commissioner /Secretary/Chief Executive Officer/ Registrars of Boards/ Corporations/ Councils/ Authority/ Universities/ Municipal Corporations/Co-Operative Banks in HP.
8. The Secretary, HP Public Service Commission-171002.
9. The Secretary, HP Staff Selection Commission, Hamirpur
10. Guard File.



(Om Prakash Bhandari)  
Deputy Secretary(Personnel) to the  
Government of Himachal Pradesh  
Tel. No.0177-2626097