

Government of Himachal Pradesh  
Department of Personnel

No.Per(AP-B)B(15)-19/2020

Dated: Shimla-171002,

31<sup>st</sup> May, 2020

Order

Whereas, in order to contain the spread of Novel Corona virus (COVID-19) to a certain extent by taking preventive, precautionary and pre-emptive measures for social distancing, instructions have been issued to regulate and stagger the attendance, timings for arrival, lunch and departure as well working hours of the employees in various offices under the Government of Himachal Pradesh in the past few days from time to time.

Whereas, it has been deemed appropriate to partially exit from the 'lockdown' imposed by the Ministry of Home Affairs, Government of India gradually in a phased manner with due precautions and adequate safeguards by following the prescribed Standard Operating Procedures (SOP's).

Now therefore, in exercise of the powers vested in me under Clause 3 of the Himachal Pradesh Epidemic Disease (COVID-19) (Amendment) Regulations, 2020 notified on 14<sup>th</sup> March, 2020 under the Epidemic Diseases Act, 1897 and in partial modification of this department's Orders of even number dated 25<sup>th</sup> May, 2020, it is hereby ordered in the public interest that:-

- (i) All offices under the Government of Himachal Pradesh shall remain open on all working days with 100% attendance of all officers/officials.
- (ii) The timings of arrival and departure of employees will be staggered in order to prevent overcrowding enroute and in the offices by forming two groups. One group 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. The timings of lunch break will also be staggered.
- (iii) Provision for thermal scanning, so far as is practicable, hand wash/ sanitizer will be made at all the entry and exit points of the work places.
- (iv) Electronic modes of official communication shall be adopted to the optimum effect.



- (v) Meetings involving a large number of persons shall be avoided.
- (vi) 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.
- (vii) Wearing of face cover/ mask shall be mandatory in all work places.
- (viii) All persons in charge of the work place shall ensure proper social distancing.
- (ix) 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. The wages/ emoluments of such employees shall not be deducted for the days of non-reporting in offices.
- (x) Pregnant women employees and those employees having underlying medical conditions may be advised to take extra precautions.
- (xi) 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 local administration/ health authorities.
- (xii) 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.
- (xiii) Use of *Arogya Setu* app shall be mandatory for all employees. The Head of office shall ensure 100% coverage of this app amongst the employees.
- (xiv) Most importantly, the employees may be advised not to spread/ believe in rumours or create panic.
- (xv) This Order shall also be applicable to the officers/ officials and research/ teaching faculty working in the universities, research institutes such as IHBT/ CSIR, IIT's, IIM, IIIT, NIT etc.



- (xvi) Instructions regarding attendance of students as well as regular teaching/ academic/ research activities in the institutions/ institutes mentioned in the para xv supra will be issued by the State Government separately
- (xvii) Instructions regarding opening of schools, in public and private sector and attendance of students, teaching and non-teaching personnel thereof will also be issued by the State Government separately.
- (xviii) This Order shall not be applicable to the offices/ institutions/ institutes located in the Containment Zones or areas/ places identified by the State Government/ District Administration from time to time.

This Order shall come into force w.e.f. 1<sup>st</sup> June, 2020 till further orders.


By Order

R.D. Dhiman  
Additional 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, 31<sup>st</sup> May, 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, H.P.
10. Guard File.

  
31/5/20  
(Amarjeet Singh)  
Special Secretary (Personnel) to the  
Government of Himachal Pradesh  
Tel. No.0177-2621897

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