

Government of Himachal Pradesh
Department of Personnel

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

Dated: Shimla-171002, 20th April, 2021

OFFICE MEMORANDUM

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions/ guidelines are issued for strict compliance by all the Departments/ offices of the State Government and Institutions i.e. Boards/ Corporations under the administrative control of Departments :-

- (i) All officers/ officials under the Government of Himachal Pradesh and Institutions under the control of concerned Departments will work from home on all working Saturdays.
- (ii) In all Departments/ offices and Institutions under the administrative control of Departments, the attendance and timings of Class-III (Group-C), Class-IV(Group-D) i.e. regular, contractual, daily wagers, part-time shall be staggered by the Controlling Officers in such a way that the physical attendance of the officials to be restricted to 50% of the actual strength in such a manner that 50% of the employees will attend the office for two consecutive working days and the remaining will work from their home/ residence, so far as practicable. **However, the controlling officer(s) may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.**
- (iii) The employees, who are persons with disability (*Divyangjan*) and require assistance of other person(s) to reach the workplace, shall be exempted from attending office (Besides, pregnant women employees may also be exempted from attending office, but they shall continue to work from home).



- (iv) 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 within two hours, if called on account of any exigency of work.
- (v) The salary/wages/ emoluments of such employees shall not be deducted for the days of non-reporting in offices.
- (vi) 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 may 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 may also be staggered.
- (vii) Pooling of official vehicles shall be done to the extent possible.
- (viii) Provision for thermal scanning, hand wash/ sanitizer will be made at all the entry and exit points of the work places. 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. All persons in charge of the work place shall ensure proper social distancing.
- (ix) Crowding in lifts, staircases, corridors, common areas and parking areas is to be strictly avoided.
- (x) Physical meetings involving a large number of persons shall be avoided. As far as possible, meetings may be conducted through video-conferencing.
- (xi) Entry of outsiders/ visitors into offices to be curtailed appropriately.



- (xii) Officer/ employee, who develop flu like symptoms/fever or respiratory problems may be advised to proceed on leave of the kind and take the prescribed treatment/home quarantine. **The period of absence from duty shall be regulated in terms of instructions issued by this Department vide Order of even number dated 26th November, 2020** and will be further subject to production of medical prescription from Government / Private empanelled Health Institutes which will be required to be produced on resumption of duties.
- (xiii) Those employees having underlying medical conditions may be advised to take extra precautions.
- (xiv) All officials residing in micro-containment zones shall continue to be exempted from coming to office till it is de-notified for which they will be required to intimate the same to their immediate superiors. These employees will however continue to work from home.
- (xv) The employees may be advised to maintain covid appropriate behaviour including 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) Most importantly, the employees may be advised not to spread/ believe in rumours or create panic.
- (xvii) Instructions regarding attendance of officers/ officials and faculty working in the educational institutions, schools, colleges, universities, technical and vocational training institutes will be issued by the State Government separately.



- (xviii) This Order shall not apply to the field staff of the departments engaged in supply/ maintenance of essential/ emergency goods and services and those directly engaged in taking measures to control spread of COVID-19.
- (xix) In compliance of Government of India's instructions dated 6th April, 2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.

These instructions shall remain in force w.e.f. 22.04.2021 till further orders.

BY ORDER

ANIL KUMAR KHACHI
Chief Secretary to the
Government of Himachal Pradesh
Phone No.0177-2621022

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

Dated: Shimla-171002, 20th April, 2021

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.



-(BALBIR SINGH)

Under Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No.0177-2626115

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Copy to:-

1. The PS to VC, HPSCSC Limited kind for information of Hon'ble VC.
2. The PS to MD, HPSCSC Limited kind for information of worthy MD.
3. The FA, HPSCSC Limited for kind Information & necessary action with the request to ensure uploading of above **OFFICE MEMORANDUM** on Corporation website.
4. The All Managers/Officer, HPSCSC Limited, Head Office & Field **for information and necessary compliance. However, it may be ensured that no employee will leave the Headquarter without prior permission of the Controlling Officer even during the days when they will be allowed to work from home.**

Dr
A.C.P.
Dr. Tanuja Joshi, HPAS
Executive Director

H. P. State Civil Supplies Corporation Limited