



Himachal Pradesh Power Corporation Limited
(A State Govt. Undertaking)

Himfed Building, BCS, New Shimla, Shimla-171009.
Phone: 0177-2670633, Fax No.: 0177-2671589
CIN:U40101HP2006SGC030591



OFFICE ORDER

Whereas, 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, the Chief Secretary to the Government of Himachal Pradesh, has issued Order No. Per(AP-B)B(15)-19/2020 dated 24th November, 2020 (**copy enclosed**) containing instructions to regulate and stagger the attendance, timing for arrival, lunch & departure as well as working hours of the employees in various offices under the Govt. of Himachal Pradesh.

Therefore, it is hereby directed that compliance of these orders shall be ensured in all the offices under HPPCL.

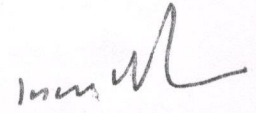
No. HPPCL/P&A/PRM/Miscell./2018- 12532- 50

Director (Personnel)

Dated: 25/11/2020

Copy forwarded to the following for information and further necessary action please:-

1. ES to the Managing Director, HPPCL, Corporate Office, Shimla for kind information of Worthy Managing Director please.
2. The Director (Civil), HPPCL, Corporate Office, Shimla-9.
3. The Director (Electrical), HPPCL, Corporate Office, Shimla-9.
4. The Director (Finance), HPPCL, Corporate Office, Shimla-9.
5. All the HoPs/HoDs in HPPCL.
- ✓ 6. The Sr. Manager (IT), HPPCL, Corporate Office, Shimla for uploading the Office Order in the Official Website of HPPCL.
7. Notice Board.
8. Guard file.


Director (Personnel)

**Government of Himachal Pradesh
Department of Personnel**

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

Dated: Shimla-171002, 24th November, 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) All Class-I and Class-II officers under the Government of Himachal Pradesh will attend office on all working days.
- (ii) Pooling of official vehicles shall be done to the extent possible.
- (iii) In all offices, the attendance and timings of Class-III, Class-IV (contractual/ regular), part-time, daily wagers and outsourced employees shall be staggered by the Controlling Officers.
- (iv) Roster of employees shall be prepared by the Controlling Officers in such a manner that 50% of the employees will attend the office for three consecutive working days and the remaining will work from their home/ residence, so far as is practicable.
- (v) 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.
- (vi) 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.
- (vii) The wages/ emoluments of such employees shall not be deducted for the days of non-reporting in offices.
- (viii) 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 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.

- (ix) 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.
- (x) Meetings involving a large number of persons shall be avoided.
- (xi) 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.
- (xii) Wearing of face cover/ mask shall be mandatory in all work places.
- (xiii) All persons in charge of the work place shall ensure proper social distancing.
- (xiv) 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.
- (xv) 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.
- (xvi) 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.
- (xvii) 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.
- (xviii) Most importantly, the employees may be advised not to spread/ believe in rumours or create panic.
- (xix) 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



- (xx) 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.
- (xxi) This Order shall also be not applicable to the offices located in the Containment Zones or areas/ places identified by the State Government/ District Administration from time to time.

This Order shall remain in force w.e.f. 25th November, 2020 to 31st December, 2020.

By order

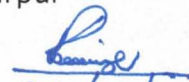
Anil Kumar Khachi

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

Endst. No. Per(AP-B)B(15)-19/2020 Dated:Shimla-171002, 24th November,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.


24/11/20

(Amarjeet Singh)

Special Secretary(Personnel) to the
Government of Himachal Pradesh
Tel. No.0177-2621897