

Government of Himachal Pradesh  
Department of Personnel

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Per(AP-B)B(15)-19/2020 Dated:Shimla-171002, 18<sup>th</sup> March, 2020

**OFFICE MEMORANDUM**

**Subject** **Preventive measures to be taken to contain the spread of Novel Corona virus (COVID-19)-regarding.**

It is a common knowledge that the spread of Novel Coronavirus (COVID-19) can be contained to an extent by taking preventive, precautionary and pre-emptive measures in the public interest. Accordingly, the following advisory is hereby issued:-

- (i) Proper cleanliness be maintained. Sanitizers or hand wash facilities be provided at the entrance of all Government buildings so far as is practicable. Hand sanitizers, soap and running water may be provided in washrooms.
- (ii) Employees, who develop flu like symptoms/fever or respiratory problems may be advised to proceed on leave and take the prescribed treatment/home quarantine with the permission of the competent authority. Older employees, pregnant women employees and those employees having underlying medical conditions may be advised to take extra precautions.
- (iii) Entry of visitors to various offices may be restricted, curtailed and regulated and proper screening be ensured.
- (iv) Only important meetings may be held. Video conferencing facility may be utilized to the optimum. Official travelling should be minimized.
- (v) Dak may be delivered and received at the entry point of the office building through special arrangements. Movement of files and document should be curtailed. Correspondence through e-mail be encouraged to the extent possible.
- (vi) All gyms, recreation centres and creches located in office premises be closed.
- (vii) 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.

*J. Bhatia*

**Contd..2/-**

- (viii) Most importantly, the employees may be advised not to spread rumours or create panic.


BY ORDER

ANIL KUMAR KHACHI  
Chief Secretary to the  
Government of Himachal Pradesh  
Phone No.0177-2621911

Endst.No. Per(AP-B)B(15)-19/2020 Dated:Shimla-171002, 18th 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