

**DIRECTORATE OF TECHNICAL EDUCATION  
VOCATIONAL & INDUSTRIAL TRAINING  
HIMACHAL PRADESH SUNDERNAGAR.**

No. STV (TE) H-F (5)-Miscellaneous Information/2019-<sup>23887-938</sup> Dated: 18-03-2020

To

The Director/Principal,  
1. All Govt. Engineering/B.Pharmacy Colleges.  
2. All Govt. Polytechnics.  
3. All Govt. ITIs.

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

Sir/Madam,

This is with reference to the Office Memorandum No. Per(AP-B)B(15)-19/2020 dated 18/03/2020 received from the Department of Personnel Himachal Pradesh on the subject cited above.

In this regard, the following advisory is hereby issued:-

- 1) 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.
- 2) 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.
- 3) Entry of visitors to various offices may be restricted, curtailed and regulated and proper screening be ensured.
- 4) Only important meetings may be held. Video conferencing facility may be utilized to the optimum. Official travelling should be minimized.
- 5) Dak may be delivered and received at the entry point of the office building through special arrangements. Movement of files and

documents should be curtailed. Correspondence through e-mail be encouraged to the extent possible.

6) All gyms, recreation centres and crèches located in office premises be closed.

7) 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.

8) Most importantly, the employees may be advised not to spread rumors or create panic.

9) In addition to the above, you must ensure that no functions/conferences/seminars be organized in the campus till further orders, to avoid the gathering to prevent the spread of Corona Virus. It is further directed that no student(s) be allowed to take part in any type of activities during this period (viz. Championship/Tournaments/Excursion Tours/Educational Tours/Job Fairs etc.). The students who have already gone to attend the OJT programmes/Dual system of Training/Internships/any other trainings in the State or outside the State be also called back to their native places immediately.

This is for your information and further necessary action please.

  
**Director**

Technical Education  
Vocational & Industrial Training  
Sundernagar Himachal Pradesh

Endst. As Above:-  
Copy to:

23939-949

Dated: 18/3/2020

1. P.S. to the Director, Superintendent/B.I. Establishment Branch (Poly Wing), Establishment Branch (ITI Wing), General Branch, Training Branch, Budget Branch, NCVT Branch, SCVT Branch, Legal Branch, CCDC Branch, Budget Cell, Store Keeper for information please.

  
**Director**

Technical Education