



**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A STATE GOVERNMENT UNDERTAKING)**

Registered Office : Vidyut Bhawan, HPSEB Ltd. Shimla-171004 (H.P.)
GSTIN : 02AACCH4894EHZB
Corporate Identity No. : U40109HP2009SGC031255
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E-Mail Address : cmd@hpseb.in, directorfa@hpseb.in
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OFFICE ORDER

The HP. State Electricity Board Limited is pleased to adopt the instructions regarding COVID-19 issued by the Addition Chief Secretary (Personnel) to the Government of Himachal Pradesh, Shimla vide order No. **Per (AP-B)B (15)/2020 dated 2.5.2020 in HPSEBL in toto.**

In order to contain the spread of Novel Coronavirus (COVID-19) to the extent by taking preventive, precautionary and pre-emptive measure for social distancing, it is hereby ordered in the public interest that:-

- (i) All Class-I and Class-II Officers under the HPSEBL will attend office on all working days.
- (ii) In all offices in HPSEBL the attendance and timings of Class-III and Class-IV (Contractual/ regular) and outsourced employees shall be staggered by the concerned Controlling Officers.
- (iii) Roster of employees shall be prepared by the concerned Controlling Officers in such a manner that 30% of the staff will attend the office every day and the remaining will work from their home/residence, so far as is practicable.
- (iv) The employees, who do not attend office on any particular day, shall not leave the station, be available on telephone or other means of communication and shall attend office, if called for any exigency of work.'
- (v) The wage/emoluments of such employees shall not be deducted for the days of non-reporting in office.
- (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 office by forming two groups. One group will report to duty at 10.00 a.m. and leave at 5.00 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.

- (vii) 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.
- (viii) Meeting involving a large number of persons shall be avoided.
- (ix) Frequent sanitization of entire workplaces/offices, 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 washroom. Proper cleanliness shall be maintained
- (x) Wearing of face cover/masks shall be mandatory in all work places.
- (xi) All Controlling Officers/persons in charge of work place shall ensure proper social distancing.
- (xii) 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.
- (xiii) Employee (s) showing any symptom of COVID-19 should be sent to the nearest hospital/clinic/quarantine facility identified for the purpose in consultation with the local administration/health authorities.
- (xiv) All 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.
- (xv) Use of Arogya Setu app shall be mandatory for all employees of HPSEBL. The Head of Office shall ensure 100% coverage of this app amongst the employees in HPSEBL.
- (xvi) Most importantly, the employees may be advised not to spread/believe in rumors or create panic.
- (xvii) This order shall not apply to the field staff of the HPSEBL engaged in Distribution, Generation & Transmission of the electricity.**



(xviii) This order shall also be not applicable to the offices of HPSEBL located in the Containment Zones or areas/places identified by the State Government/District Administrations from time to time.

This order shall come into force w.e.f. 4th May, 2020 till further orders.


(Dr. Ashwani Kumar Sharma), HAS
Executive Director (Pers) 
HPSEBL, Shimla-4.

NO. HPSEB (SECTT)/R&E(Govt. Instructions-CPVOD-19)/2020 91294 - Dated: 04⁰⁵
334 2020

Copy forwarded for necessary action and strict compliance to:-

1. All the Chief Engineers in HPSEBL (i/c MD, BVPC).
2. All the Superintending Engineers in HPSEBL. (i/c SE(IT)). 
3. The Chief Accounts Officer, HPSEBL, Shimla.
4. All the Sr. Executive Engineers/ Resident Engineers in HPSEBL.
5. **All the Deputy/Under Secretaries/ DD (IR) and Joint Director (PR) in Board Sectt. They are requested to prepare branch wise roaster of employees working under their control as per above directions and issue orders accordingly.**
6. All the Spl., Sr. PS/ PS to MD/Directors/ED(P), HPSEBL, Shimla.
7. The Medial Officer Incharge, HPSEBL Dispensary, Shimla.
8. The Sr. Executive Engineer, Mtc. Division, HPSEBL, Shimla for necessary action pertaining the Vidtyut Bhawan Complex, Shimla
9. The Resident Audit Officer, HPSEBL, Shimla.
10. The LAO, HPSEBL Mandi/Shimla.
11. All the Section Officers in Board Sectt.
12. The Junior Engineer (Veh), in Board Sectt.
13. Notice Board.


(Dr. Ashwani Kumar Sharma), HAS
Executive Director (Pers) 
HPSEBL, Shimla-4.