

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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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)/19-2020 dated 25.5.2020 in HPSEBL in toto.**

In order to contain the spread of Novel Corona virus (COVID-19) to an extent by taking preventive, precautionary and pre-emptive measure for social distancing, in partial modification of this office orders of even number 91294-334 dated 4.5.2020 and No. 1472-1672 dated 19.5.2020, 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) Pooling of official vehicle shall be done to the extent of possible.
- (iii) In all offices in HPSEBL the attendance and timings of Class-III and Class-IV (Contractual/ regular) daily paid and outsourced employees shall be staggered by the Controlling Officers.
- (iv) Roster of employees shall be prepared by the concerned Controlling Officers in such a manner that 50% of the employees will attend the office every day and the remaining will work from their home/residence, so far as is practicable.
- (v) The official -belonging to the category of Person with Disabilities (PwD/DIVYANGJAN), who require assistance of any other person to reach the workplace, shall be exempted from attending office by the Controlling Officers.

- (vi) 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 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 10.00 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.
- (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) Meeting involving a large number of persons shall be avoided.
- (xi) 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.
- (xii) Wearing of face cover/masks shall be mandatory in all work places.
- (xiii) All persons in charge of work place shall ensure proper social distancing.
- (xiv) The 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 hospital/clinic/quarantine facility identified for the purpose in consultation with the local administration/health authorities.
- (xvi) Employee(s) 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 of HPSEBL. The Head of Office shall ensure 100% coverage of this app amongst the employees in HPSEBL.
- (xviii) Most importantly, the employees may be advised not to spread/believe in rumors or create panic.
- (xix) **This order shall not apply to the field staff of the HPSEBL engaged in Distribution, Generation & Transmission of the electricity.**
- (xx) 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.
- (xxi) The above orders shall ^{not} be applicable to the staff working in the Schools/Training Centers of HPSEBL and such school/training centers shall continue to remain closed till further orders.

This order shall come into force w.e.f. 26th 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 - 2821-3041 Dated: 26th May 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.


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HPSEBL, Shimla-4. 