



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Govt. undertaking)

Registered office VidyutBhawan, HPSEBL, Shimla-171004(H.P.)
Corporate Identity Number U40109HP2009SGC031255
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" OFFICE ORDER "

Whereas, there is imminent danger of spread of Covid-19 and situation is such the necessary precautionary & preventive measures are required to be taken up at all possible levels to contain .

And whereas SOP on preventive measure to contain spread of COVID-19 in offices/work places, and measures to be taken in this regard have already been circulated in detail as per guidelines issued by the Govt. of H.P. by this office vide this office order No.23247-397 dated 29.7.2020 ,No. 34341-521 dated 19.9.2020, No.36546-726 dated 23-9-2020 , No. 48510-710 dated 26-11-2020 No.49599-819 dated 2-12-2020 No.57051-271 dated 31-12-2020, No.59078-278 dated 11-01-2021 No.60500-700 dated 12-1-2021, and even No.4090-310 dated 19-4-2021.

And whereas HPSEBL has already issued directions to restrict unnecessary visits of people in offices in order to reduce the chances of spread of COVID-19. However, it has been noticed that large number of private visitors are still entering the premises.

Therefore, taking a note of the above, it is hereby emphasized that the instructions/guidelines issued by this office from time to time be adhered to strictly in letter and spirit with the following advice:-

- 1) No outside visitor (Officials/ Non officials) be allowed to enter any office rooms without prior approval of HPSEBL Management at Kumar House Shimla and the prior approval of concerned Controlling Office. Visitors and officers on official business be allowed after thorough screening by the Medical Officer In-charge, HPSEBL Dispensary as per protocol and guidelines. Entry of such visitors and their

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addresses and mobile numbers be recorded in the register maintained at main entry gate.

- 2) All the employees are required to wear face cover/ masks, properly and all the times. They are also directed to keep washing/sanitizing their hands whenever required. Proper social distance be maintained at all the levels. The employees are required to take all possible measures to contain its spread with following advice:

In case of COVID-19 like symptoms report immediately the matter to the Controlling Officer for further direction.

- Compulsory use of Aarogya Setu App. on cell phones.
 - Use of elevators/lifts only in exceptional cases.
 - Gatherings should be avoided.
 - The meetings be held through virtual /Video Conference mode.
 - Unnecessary visit to offices be avoided. In case it is urgently required they must intimate the Controlling Officers. Employees are also requested to strictly abide by the National Directives for COVID-19 Management issued by Government of India and circulated vide orders cited above.
3. Proper sanitization of office complexes as per guidelines be ensured.

The instructions regarding COVID-19 circulated by the HPSEBL in time to time follow in toto.


(Manoj Kumar), HAS.
Executive Director (Pers)
HPSEBL, Shimla-4.

Copy of above is forwarded for strict compliance to:-

- (1) All the Chief Engineers in HPSEBL.
- (2) The Chief Accounts Officer, HPSEBL, Shimla.
- (3) All the Superintending Engineers in HPSEBL. (i/c S.E CIT)
- (4) The Spl. PS/Sr.PS/PS to MD/Directors/ED(P), HPSEBL.
- (5) All the Deputy Secretaries/Under Secretaries in Board Sectt.
- (6) The Joint Director (PR) for wide publicity.
- (7) Dy. Director (Per), HPSEBL, Shimla.
- (8) All Sr. Executive Engineers/Resident Engineers in HPSEBL.
- (9) All Section Officers/Librarian/JE (Veh.)/Canteen Manager.
- (10) The Sr. Executive Engineer, Maintenance Division, Shimla. He is directed to follow proper protocol related to Gate entry, social distance and sanitization etc in office complexes.
- (11) Medical Officer Incharge HPSEBL Dispensary is requested to screen the visitors as well as employees of HPSEBL visiting outside Shimla as permitted by the Management/Competent Authority to enter the office, before their entry to the offices they want to visit. He is also requested to monitor proper sanitization process as per protocol.
- (12) Incharge Security, in this office complex. He is directed that the visitors allowed to enter in the office, be advised to visit the HPSEBL Dispensary for Medical Examination before entering into the office.
- (13) Notice Board.


Executive Director (Pers)
HPSEBL, Shimla-4.