



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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Subject:- Preventive measures to be taken in HPSEBL Office (s) to contain the spread of Navel Corona virus (COVID-19)-Regarding.

In continuation to the directions of H.P. Govt. issued vide No. memorandum No. Per (P)AP-B)B(15)-19/2020 dated 18.3.2019, the following advisory is hereby issued in HPSEBL:-

- 1) Proper cleanliness be maintained. Sanitizers or hand wash facilities be provided at the entrance of all Office buildings of HPSEBL 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.

In addition to above measures prescribed by the Govt. of H.P., following specific directions are to be complied with:-

- i) Avoid lifts and prefer stairs. The lifts shall remain closed except for emergency situation till 31.3.2020.
- ii) The persons working in Head Office complex having symptoms of cough/cold etc. must take advice from Doctors in HPSEBL HQ. They must wear masks compulsorily in the offices.
- iii) Major events and group gatherings be avoided till situation normalizes.
- iv) To avoid gathering at bill collection Centers in the State, the concerned Assistant Engineers/ Sr. Executive Engineers are advised to encourage the consumers to deposit their energy bills through on line facilities provided by the HPSEBL. The Joint Director (PR) HPSEBL will also advertise request to consumers to prefer to pay their bills online then through cash collection centers. Further they must ensure sanitizer facilities for staff and public. Bill collection staff must wear facemasks and hand gloves etc.

By Order of Board

(Dr. Ashwani Kumar Sharma),
Executive Director (Pers.),
HPSEBL, Shimla-171004

No.: -HPSEBL (Sectt.) 2-1 (Dispensary)/2019-20-Genl. - 86089-149 Dated:- 19-3-2020

Copy of above is forwarded for information and strict compliance to:-

1. All the Chief Engineers in the HPSEBL.
2. The Managing Director, BVPCL,
3. All the Superintending Engineers in HPSEBL. (1/c SE, IT). / All Sr. XENs in HPSEBL
4. All the Special/Sr. PS/PS to the Managing Director/Directors/Executive Director (Per.), HPSEBL, Shimla-4.
5. All the Deputy/Under Secretary in Board Secretariat. / CAO, HPSEBL
6. The Joint Director (PR)/Deputy Director (Pers.), HPSEBL, Shimla-4.
7. The Sr. Executive Engineer, Maintenance Division, HPSEBL, Shimla-4. He is requested to purchase Two Nos. Sensor/Infrared Thermometer and provided the same to the HPSEBL Dispensary and also provide Hand Sanitizer (large size) in each corridor, in Drivers rooms along with offices of the Management/Dispensary and Canteen, HPSEBL, Shimla-4. Arrangement of regular water supply to the office be ensured. Adequate arrangements of water taps at the entrance of the buildings for washing of the hand by the employees may also kind be made.
8. The Medical Officer (Incharge) HPSEBL Dispensary, Shimla.
9. NOTICE BOARD.

Executive Director (Pers.),
HPSEBL, Shimla-171004