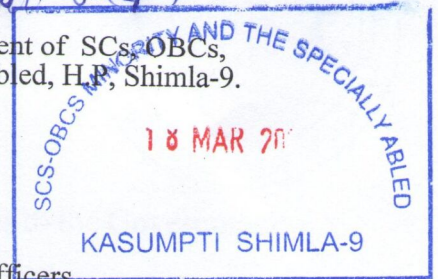


(131)

6281-6297

No: 1-5/69-Estt.-Coord.-
Directorate for the Empowerment of SCs, OBCs,
Minorities and the Specially Abled, H.P., Shimla-9.

To



1. The All District Welfare Officers,
Himachal Pradesh.
 2. The Tehsil Welfare Officer,
Kaza, Pangi, Bharmour & Dodra Kwar
Himachal Pradesh.
- Dated:-

Shimla-171009.

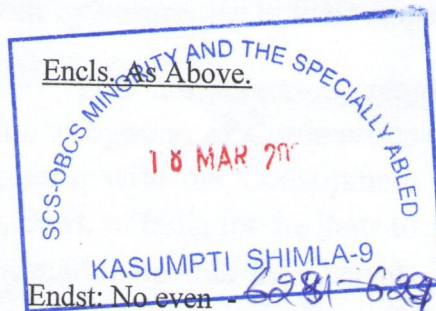
Subject:-

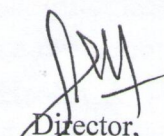
Regarding- Step to be taken regarding Coronavirus (COVID-19).

Memo,

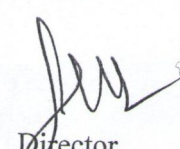
Please find enclosed herewith a copy of letter No. Rev. (DMC)(F)-4/2016-II-NMDA dated 07-03-2020 received from the Director-Special Secretary, (Rev.-DM) to the Govt. of Himachal Pradesh (copy enclosed) on the subject cited above.

In this regard, you are, directed to go through the Guidelines for Prevention/Mitigation of Coronavirus (COVID-19) and prepare the action plan for the District accordingly under intimation to this Directorate. NDMA Guidelines are available at their website https://ndma.gov.in/images/guidelines/biological_disasters.pdf.



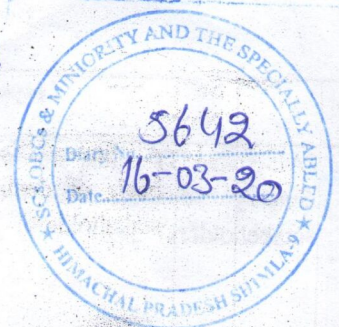

Director,
Empowerment of SCs, OBCs, Minorities and
the Specially Abled, H.P., Shimla-171009.
Dated: Shimla-9

Copy forwarded to:- The Director-Special Secretary (Rev.DM) to the Government of Himachal Pradesh, Shimla-2 for information please.


Director,
Empowerment of SCs, OBCs, Minorities and
the Specially Abled, H.P., Shimla-171009.

No. Rev (DMC) (F)- 4/2016-II-NDMA
Department of Revenue (DM Cell)
Government of Himachal Pradesh.

132



From

The Principal Secretary (Rev-DM) to the
Government of Himachal Pradesh, Shimla-2

13/03/2020
Director
Addl. Director
Joint Director
JD/DD (SCSP)
JD/DD (ESOMSA)
Supdt. Gd
Low Officer
AC (F&A)

1. All the ACS/ Principal Secretaries/Secretaries to the Government of Himachal Pradesh.
2. All Head of Departments in Himachal Pradesh
3. All Managing Directors, Boards/ Corporations in Himachal Pradesh.
4. All the Deputy Commissioner-cum-Chairperson, DDMA in the Himachal Pradesh.

Sm. 495 Supdt. Gd

Dated Shimla-2, the

07.03.2020

Subject: Regarding-Step to be taken regarding Coronavirus (COVID-19).

Sir,

I am directed to refer to the subject cited above and to enclosed a copy of letter no 1-137/2018-Mit-II(FTS-10548) dated 5th March 2020 received from NDMS, Ministry of Home Affairs, Govt. of India on the subject cited above.

NDMA has issued guidelines for Management of Biological Disaster in the year of 2009 which is available at NDMA website (URL: https://ndma.gov.in/images/guidelines/biological_disasters.pdf). These Guidelines provides a framework for implementation, coordination and evaluation of activities undertaken by authorities in their respective area to reduce the negative impact.

You are therefore, requested to go through these guidelines for prevention/mitigation of Coronavirus (COVID-2019) and prepare the action plan in accordance with the Containment Plan of the Ministry of Health & Family Welfare, Govt. of India for the State to combat challenges of this virus at the earliest under intimation to this department. A copy of role and responsibilities of the concerned departments is enclosed for taking precautionary measures.

Yours faithfully,

7/3/20

(D.C. Rana)

Director-Special Secretary (Rev-DM) to the
Government of Himachal Pradesh

Annexure-I

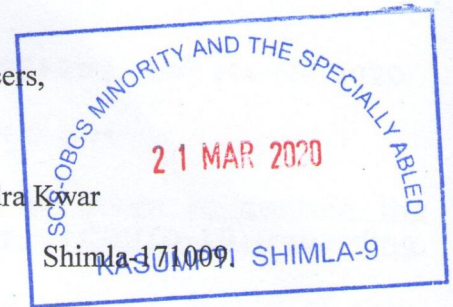
Sr. No	Important Action Point by MH&FW	Action to be taken by the Department concerned
1.	All States/UTs must step up sensitization trainings for first responders, especially on basis of dealing with biological emergency (involving all major first response stakeholders)	<ul style="list-style-type: none"> Deptt. of Health Family Welfare. SH & FWTC Parimahal Reginal Health and Family Welfare Training Centre, Tanda
2.	Make people aware of the travel advisory being constantly updated by the Ministry of Health and Family Welfare. Circulate public hygiene and awareness etiquette as well as Do's and don'ts on social media outreach platforms.	<ul style="list-style-type: none"> HPSDMA/DDMA Tourism Deptt. Public Relation Deptt.
3.	State should conduct tabletop discussions and exercises on isolation, Quarantine, infection control, confinement measures, mass screening mechanism, home isolation, amalgamation of Public Health and Law Enforcement drills, risk communication, surge capacity and networking as well as intersectoral coordination involving all stakeholders, public health and medical experts. Private Sector Health Service Providers must also be brought on board to enhance system-wide preparedness.	Director Health Services
4.	If necessary, to issue the directive to avoid public gathering in confined spaces as much as possible. Mass gatherings may be rescheduled or postponed and held after adequate risk assessment.	Compliance may be ensured by Police Deptt. Or All Department Corporation, Boards, Commission.
5.	Widely propagate strategy of social distancing and personal hygiene. Awareness campaigns in schools, may be started immediately. A decision on temporary school closures may be taken by the State/UT administration after risk assessment.	Director Higher/Elementary Education
6.	Hospitals dealing with international patients and medical tourism are at potentially high risk. Hence adequate segregation mechanism for patients arriving or under treatment, from these countries needs to be in place. Special care for the needs of the elderly is needed	Deptt. of Health Family Welfare.
7.	If the situation worsens, issue directives on work from home options for major corporate and offices. All international/national work-related travel must be avoided unless absolutely necessary.	All Department Corporation, Boards Commission.
8.	Psychosocial care helpline and SOP for panic prevention needs to be in place with help of expert agencies.	104-Deptt. of Health Family Welfare. And may be 1077/1070 when Director, Health may nominate at latest 3 persons in SEOC and all DEOC
9.	All States/UTs must ensure to take all adequate measures to maintain business continuity, essential services and avoid panic and spreading of rumours by having a clear communication strategy for interaction with the media.	Director IPR
10	The DDMA's may be instructed to hold coordination meetings with credible NGOs and other civil society organizations, in order to see that the community cooperation is enhanced.	DDMA's

No: 1-5/69-Estt.-Coord.- 6770-6788
Directorate for the Empowerment of SCs, OBCs,
Minorities and the Specially Abled, H.P, Shimla-9.

134

To

1. The All District Welfare Officers,
Himachal Pradesh.
2. The Tehsil Welfare Officer,
Kaza, Pangi, Bharmour & Dodra Kwar
Himachal Pradesh.
Dated:-



Subject:-

Preventive measures to be taken to contain the spread on Novel Corona virus (COVID-19)-regarding.

Memo,

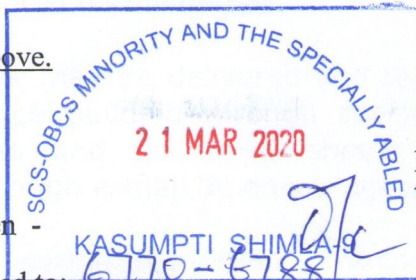
Please refer to the Office Memorandum No. PER (AP-B)B(15)-19/2020 dated 18-03-220 (copy enclosed) on the subject cited above, received from the Deputy Secretary (Personnel) to the Govt. of Himachal Pradesh regarding taking preventive, precautionary and pre-emptive measures in the public interest to contain the spread of Novel Corona virus (COVID-19).

In this context, you are, hereby directed to go through the advisory issued by the Government and strictly adhere to the instructions issued thereof. All subordinate office under your control along with Old Age Homes, Day Care Centers, Special Homes etc. being run by the Department itself or through NGOs may be sensitized about the advisory as well as the instructions of the Government in public interest.

Any kind of laxity with this regard shall be viewed seriously by the undersigned.

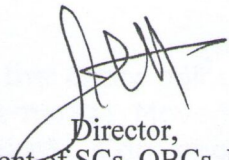
Encls. As Above.

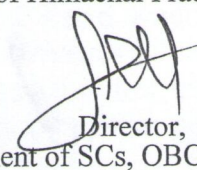
Endst: No even -

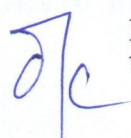


Copy forwarded to:-

1. The Additional Chief Secretary (SJ&E) to the Government of Himachal Pradesh, Shimla-2 for information please.
2. The Deputy Secretary (Personnel) to the Government of Himachal Pradesh, Shimla-2 w.r.t above for information please.


Director,
Empowerment of SCs, OBCs, Minorities and
the Specially Abled, H.P, Shimla-171009.
Dated: Shimla-9


Director,
Empowerment of SCs, OBCs, Minorities and
the Specially Abled, H.P, Shimla-171009.



138

**Government of Himachal Pradesh
Department of Personnel**

Per(AP-B)B(15)-19/2020 Dated: Shimla-171002, 18th March, 2020

OFFICE MEMORANDUM

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

It is a common knowledge that the spread of Novel Coronavirus (COVID-19) can be contained to an extent by taking preventive, precautionary and pre-emptive measures in the public interest. Accordingly, the following advisory is hereby issued:-

- (i) 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.
- (ii) 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.
- (iii) Entry of visitors to various offices may be restricted, curtailed and regulated and proper screening be ensured.
- (iv) Only important meetings may be held. Video conferencing facility may be utilized to the optimum. Official travelling should be minimized.
- (v) Dak may be delivered and received at the entry point of the office building through special arrangements. Movement of files and document should be curtailed. Correspondence through e-mail be encouraged to the extent possible.
- (vi) All gyms, recreation centres and creches located in office premises be closed.
- (vii) 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.

[Handwritten Signature]

Contd..2/-

- (viii) Most importantly, the employees may be advised not to spread rumours or create panic.


BY ORDER

ANIL KUMAR KHACHI
Chief Secretary to the
Government of Himachal Pradesh

Endst.No. Per(AP-B)B(15)-19/2020 Dated:Shimla-171002, 18th March,2020

Copy to :-

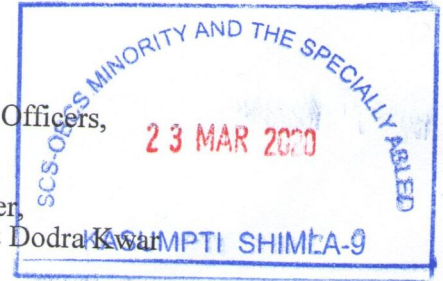
1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, HP High Court Shimla-171001.
4. The Divisional Commissioner, Shimla,Kangra and Mandi.
5. All Deputy Commissioners in Himachal Pradesh.
6. All the Superintendents of Police in Himachal Pradesh.
7. All the Managing Director/ Member Secretary/ Commissioner /Secretary/Chief Executive Officer/ Registrars of Boards/ Corporations/ Councils/ Authority/ Universities/ Municipal Corporations/Co-Operative Banks in HP.
8. The Secretary, HP Public Service Commission-171002.
9. The Secretary, HP Staff Selection Commission, Hamirpur
10. Guard File.


(Om Prakash Bhandari)
Deputy Secretary(Personnel) to the
Government of Himachal Pradesh
Tel. No.0177-2626097

No: 1-5/69-Estt.-Coord.-6825-6842
Directorate for the Empowerment of SCs, OBCs,
Minorities and the Specially Abled, H.P, Shimla-9.

To

1. The All District Welfare Officers,
Himachal Pradesh.
 2. The Tehsil Welfare Officer,
Kaza, Pangi, Bharmour & Dodra Kwar
Himachal Pradesh.
- Dated:-



Shimla-171009.

Subject:-

Preventive measures to be taken to contain the spread on Novel Corona virus (COVID-19)-regarding.

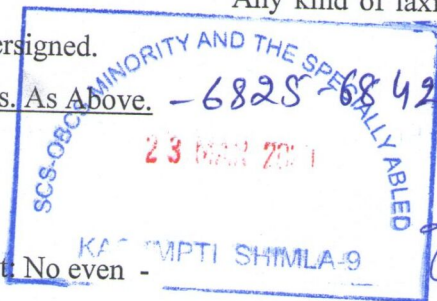
Memo,

In continuation to this Directorate letter No. even dated 18-03-2020 and 21-03-2020 you are once again requested to strictly follow the advisory issued by the State Government regarding taking preventive, precautionary and pre-emptive measures in the public interest to contain the spread of Novel Corona virus (COVID-19) and you are also requested to keep visiting the official page of Himachal Pradesh Government website (Department of State Transport, Information & Public Relation, Health & Family Welfare, Personnel, GAD etc. and the respective District Administration websites) for updates and send a compliance report to this Directorate that all subordinate offices under your control along with Old Age Homes, Day Care Centers, Special Homes, ICSA Dhalli, Sunder Nagar, IRCAs etc. being run by the Department itself or through NGOs etc. have been given instructions in this regard.

Any kind of laxity with this regard shall be viewed seriously by the undersigned.

Encls. As Above.

Endst. No even -



Director,
Empowerment of SCs, OBCs, Minorities and
the Specially Abled, H.P, Shimla-171009.
Dated: Shimla-9

Copy forwarded to:-

The Additional Chief Secretary (SJ&E) to the Government of Himachal Pradesh, Shimla-2 for information please.

Director,
Empowerment of SCs, OBCs, Minorities and
the Specially Abled, H.P, Shimla-171009.