

No. Estt/ VII- 59/ 72- II- 16277  
Office of the Deputy Commissioner  
Solon, District Solon, Himachal Pradesh

Dated: Solon- 173212 the 26<sup>th</sup> November, 2020


**OFFICE ORDER**

**Whereas**, amid surging new cases of COVID-19 in the state, the Government of Himachal Pradesh has issued revised instructions/ guidelines for offices vide Order No. Per (AP- B) B (15) - 19/ 2020 dated 24<sup>th</sup> November 2020.

**And whereas**, this office has issued instructions/ advisories from time to time to contain the spread of the virus, by taking preventive and precautionary measures and by holding social distancing in the offices.

**Now, therefore**, in pursuance of the said instructions of the Government of Himachal Pradesh and further with a view to avoid spread of COVID-19 in the offices, the following revised instructions/ advisories are hereby issued, in addition to the already issued instructions either from this office or from the Government level, in the public interest.

1. All the Class-I and Class- II officers working in the offices working under the control of the undersigned will attend office on all working days.
2. All the Controlling Officers are directed to stagger timings of arrival and departure of Class III & Class IV employees working under their control 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 may also be staggered. This office has already made such arrangement vide Order No. Estt/IV-64/ 72- 8373 dated 17<sup>th</sup> July 2020 and the same shall remain operative till further order.
3. The controlling officers or Branch Incharges shall prepare duty roster of the employees in respect of their office or branch in such a manner that 50% of the employees of the office or branch will attend the office and the remaining 50% will work from home on alternative basis. The employee who do not attend the 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. The officials having computer facility at their home shall do computer work from home in close consultation with their branch or office.
4. Wearing of mask is mandatory in the offices/ branches. Any person or official found not wearing mask in the office premises and contravening the directions issued by the competent authority in this regard from time to time, shall be liable for penal action as per rules. The Superintendent of Police Solon may take appropriate action in this regard.
5. All the officers and officials are advised maintain personal hygiene and social distancing, resort to frequent hand washing or sanitizing, whichever is practically possible. It is also advised that they should use 'face shield' along with mask as extra precaution to prevent spread of virus, as far possible, particularly in relatively close setting areas.
6. All officials may be advised to take care of their own health and look out for flu like symptoms/fever and, if feeling unwell, should leave the office immediately after informing their controlling officers and should take paid leave. They should take the prescribed treatment and should observe home-quarantine as per the guidelines.

  
**Deputy Commissioner,  
Solon, District Solon HP**



7. The Superintendents overseeing sweeping service in the office shall ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces. The District Nazir shall ensure the adequate supply of disinfectants, sanitizers and other cleaning essentials for timely cleaning and sanitization. Hand sanitizer may also be provided wherever needed on demand basis.
8. To discourage non-essential visits to the Mini Secretariat premises, entry of casual visitors is subject to enquiry by the Superintendent level officer at entry gate. Only those visitors who have urgency or strong purpose to visit the branches and chambers of the officers will be allowed to enter the premises. To regulate this, a Superintendent level officer accompanied by one Police Personnel and a Peon, shall continue to manage the entry gate of the Mini Secretariat till further order. It is hereby ordered that employees managing gate be provided face shields and masks from the office.
9. Access to Sugam Centre DC Office, shall remain from window side and sitting arrangement of one or two officials be made in such a manner that they can attend the public through single window access from outside. No entrant will be allowed to enter into sugam centre area.
10. Provision for thermal scanning and hand sanitizer has already been made available at entry gate of the premises. All entrants to the Mini Secretariat will be required to subject themselves to thermal scanning; persons detected with the higher body temperature would be denied entry and further, may be subject to the SOP prescribed by the health department from time to time, in this regard.
11. 'AADHAR CENTRE' established at Sugam Centre will remain accessible from window side. The concerned officials shall ensure that Aadhar Biometrics Device is sanitized or cleaned before or after every use.
12. Except from 'entry gate' at Block-B entry from any other access points to the Mini Secretariat are strictly prohibited including outside gate to office canteen, all such entry points may be barricaded and sealed. It has been noticed that some access points which were closed earlier have been reopened without any authorization. The AC to DC Solan shall do needful in this regard.

Sd/-


**K.C. Chaman, IAS**  
**Deputy Commissioner**  
**Solan, District Solan**

Endst. No. Estt/ VII- 59/ 72- II- 16277

Dated: 26<sup>th</sup> November, 2020

Copy to-

1. The Superintendent of Police, Solan, District Solan
2. The Additional Deputy Commissioner Solan
3. The Sub- Divisional Magistrate Solan
4. The Assistant Commissioner to Deputy Commissioner Solan
5. The District Revenue Officer Solan
6. The District Treasury Officer Solan
7. The District Planning Officer Solan
8. The Project Officer, DRDA Solan
9. The District Informatics Officer Solan
10. The Tehsildar (Election) Solan
11. All the Superintendents in DC Office Solan
12. All the Branch Incharges DC Office Solan

  
**K.C. Chaman, IAS**  
**Deputy Commissioner**  
**Solan, District Solan**