

(To be given on letter head duly stamped and signed by Director/Partner/Proprietor)

SELF-DECLARATION

To

General Manager
District Industries Centre
Roopnagar.

Subject: Self Declaration to run the industrial unit during curfew/lockdown period as per District Magistrate, Roopnagar.

Respected Sir,

I S/o

(Director/Partner/Proprietor/Authorized Signatory) of M/s

.....(Complete Name & Address of the unit) want to restart the operations of my industry during Curfew/ lockdown period and do hereby undertake and declare as under:

1. That my industry is located in rural area i.e. out of Municipal Corporation/ Committee limit/ in Industrial Focal Point/ in Industrial Area /in Industrial Estate.(Tick whichever is applicable)
2. That the UAM/IEM No. of my unit is
3. That I have made all adequate arrangements in my industry as per Government of India and State Government orders issued from time to time regarding prevention of Covid-19, order no. MD/NHM/2020/3147(R) Dated 25.04.2020 of Deptt. of Health & Family Welfare will ensure the compliance of Standard Operating Procedure as per Annexure-II (signed copy attached) of letter No. 40-3/2020-DM-I(A) dated 15.04.20 of Govt. of India Ministry of Home affairs.
4. That I want to deploynumber of workers in my unit to restart the operations.
5. That I will abide by all the advisories and guidelines issued by State as well as Central Government for the containment of COVID-19 in my industry. I will responsible for the compliance of all health protocols including usage of Masks, gloves and Sanitizer, maintaining social distancing, etc. in the factory premises and provide the required quantity of sanitizer, masks, gloves, soap etc. at the factory premises.
5. That if any Corona Positive case is found in my industry, I will inform immediately to the authorities concerned and take all preventive measures for its containment.
6. That there shall be gap of one hour between shifts and proper sanitization of working area, residential area, canteen, toilets etc. of the factory premises with disinfectant material will be done before every shift. That I will ensure proper hygiene and cleanliness at factory premises.
7. That before starting the work I will ensure that no employee/worker of my factory has symptoms of corona virus.
8. That I will provide the facilities for mandatory thermal scanning at the entry and exit points of the Industry premises
9. That my all workers/employees have mandatory medical insurance/ESI.
10. That I will arrange and get the passes for the special transport of workers i.e transport arranged by employer which will work only for 30-40% capacity.

Date:

Stamp and Signatures

Mobile Number

Verification:

Email ID

Verified that the above information is true and correct to my knowledge and belief and nothing has been concealed therein.

Annexure II

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.