

No. Per(AP-B)B(15)-19/2020-Loose

Dated Shimla-171002, 02-09-2020

OFFICE MEMORANDUM

Subject Regularisation of absence period during COVID-19 epidemic lockdown - clarification regarding.

In order to contain the spread of Novel Coronavirus (COVID-19) to an extent by taking preventive, precautionary and pre-emptive measures for social distancing, a series of instructions have been issued by the Government from time to time in respect of Government servants for regulating their attendance in the offices and devising system to work from home and etcetera. A number of references/queries are being received from various Departments seeking clarifications in respect of those employees of the State Government who proceeded on leave, with station leave permission, but could not report for duty due to non availability of public transport and restrictions on intra State movement of persons as per orders issued by the Central/State Government from time to time, to contain the spread of COVID-19 pandemic in the country. Besides this, some other situations have emerged which are required to be sort out.

2. The matter has been considered in detail and now it has been decided that the period of absence arising out of enforcement of lockdown shall be regularized in the following manner:-

<u>S. No.</u>	<u>Situation</u>	<u>Clarification</u>
1.	Government servants who were on official tour and were unable to return to their Headquarters due to non availability of public transport.	Deemed to have joined duties on the date of expiry of the official tour, if intimation in any form, indicating difficulty in joining duty due to non availability of public transport, has been given by the Government servant to the office.
2.	Government servants who were on leave prior to issue of lock down orders with effect from 23.3.2020 and the leave ended during lockdown period or upto 03.5.2020	Deemed to have joined duties from the date of expiry of leave, if intimation in any form, indicating difficulty in joining duty due to non availability of public transport, has been given by the Government

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	in case of class I & II and upto 31.5.2020 in case of class III & IV.	servant to the office. In case of leave on medical grounds, medical/fitness certificate will be required to be produced.
3	Government servant who left HQ at the weekend prior to lockdown [i.e. on 21.3.2020 Saturday] but could not return to the HQ on 23.3.2020 (Monday) due to non availability of transport.	Deemed to have joined on 23.3.2020, if intimation, in any form indicating difficulty in joining duties due to non availability of public transport/flights has been given by the Government servant to the office.

2. Besides above, clarifications on the following situations are also given hereunder:-

- (i) Any officer and staff residing in containment zone should inform to the supervisory officer and not attend the office till containment zone is de-notified. Such staff should be permitted to work from home and it will be treated as period spent on "Duty".
- (ii) If there is a larger outbreak, the office building/block will have to be closed for 48 hours after thorough disinfection, all the staff will work from home, till the building block is adequately disinfected and is declared fit for re-occupation.

3. The orders issued vide this Department's Order of even number dated 29th June, 2020 are also re-iterated.

4. All the Departments/Boards/Corporations etc. are directed to regulate the period strictly as per the clarifications given above and to avoid sending unnecessary references to the Government.

R.D.

(R.D.DHIMAN)

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh

Endst. No. As above. [REDACTED] Dated Shimla-171002, 02-09-2020

Copy to :-

1. All Administrative Secretaries to the Government of Himachal Pradesh, Shimla-171002.
2. The Resident Commissioner to the Government of Himachal Pradesh, 27 Sikandra Road, Himachal Bhavan, New Delhi.
3. All Divisional Commissioners in Himachal Pradesh
4. All Heads of Departments in Himachal Pradesh.
5. All Managing Directors/ Member Secretary/ Commissioner/ Secretary/ Chief Executive Officers/ Registrars of Societies/ Corporations/ Councils/ Authorities/ Universities/ Municipal Corporations/ Cooperative Banks in H.P.
6. All Deputy Commissioners in Himachal Pradesh.
7. The Secretary, HP Public Service Commission, Nigam Vihar, Shimla-2.
8. The Secretary, HP Staff Selection Commission, Hamirpur.
9. Spare copies.


(O.P. BHANDARI)

Joint Secretary (Personnel) to the
Government of Himachal Pradesh
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