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No.Per(AP-B)B(15)-19/2020-Loose
Government of Himachal Pradesh
Department of Personnel (Appointment-II)

From

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

To

The Secretary,
HP Public Service Commission,
Nigam Vihar, Shimla-2.

Dated: Shimla-171002

24-7-2020

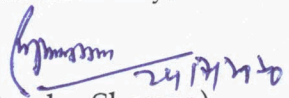
Subject:-

**Regarding- Standard Operating Procedure
(SOP) for conduct of examinations.**

Sir,

I am directed to ^{P-45} refer to your office letter No. 3-6/2019-PSC(E) 303 dated 13.7.2020 on the subject cited above and to convey the approval of the Government for smooth conducting of various examinations subject to observance of Standard Operating Procedure(SOP) devised in consultation with the Health and Revenue Departments, copy of which is enclosed. It may be ensured that the examinations are conducted strictly in accordance with the parameters prescribed in the SOPs.

Yours faithfully,


(Rajender Sharma)

Deputy Secretary(Personnel) to the
Government of Himachal Pradesh

Tel. No. 0177-2628479

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Standard Operating Procedure for conduct of HPPSC Examinations.

1. Admit/Identity cards issued to the candidates will be treated as movement passes for exempting them from requirements of quarantine. Besides, movement passes will be issued to invigilators and all other personnel engaged in conduct of examinations for their smooth movement by the Distt. Administration/Principals.
2. Entire examinations centre floors and walls, doors, gates should be disinfected with sodium hypochlorite solution (1%) as per guidelines of Department of Health, Government of H.P.
3. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
4. Sanitizer bottles with dispenser should be arranged at the entry gate, examination rooms, staff/observer room etc. and should be replenished regularly.
5. All liquid handwash bottles/soap cakes should be replenished in restrooms and at entry gate whenever required.
6. Candidates seating area should be thoroughly sanitized (desk and the chair) after every session.
7. All the washrooms should be cleaned and disinfected with sodium hypochlorite solution (1%).
8. All door handles, staircase railing, lift buttons etc. should be also disinfected.
9. Wheelchairs, if present at the examination centres, should be disinfected.
10. All the trash bins should be cleaned.
11. Staff verification and self-declaration as suggested below must be done as soon as they report at the centre.
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point.
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately.
 - d. Exam functionary needs to wear the mask and gloves at all time.
12. Cleanliness and hygienic conditions as per safety and health advisories of the concerned Government Departments are to be maintained at all time.
13. Downloading of 'Arogya Setu' App may be advised for every staff and candidate of the University and College.
14. Avoid crowding at entry and exit points.

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15. Thermal scanners for scanning of staff and candidates, to entry points will be provided to each centre by H.P. Public Service Commission.
16. Senior staff should monitor the entry and exit. There should be proper marking with at least 2 meter distance where candidates stand while waiting for opening of the examination centre. Exit of candidates should be permitted one by one.
17. Thermal screening of candidates, wearing of face mask, sanitizing of hands etc. be ensured.
18. The invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
19. The candidates should be asked to sanitize their hands before and after signing the attendance sheet.
20. Candidates having symptoms of fever, cough and cold should be made to sit in a separate room.
21. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hands frequently.
22. Keeping in view the physical distancing, institutions should have adequate room capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters.
23. Adequate arrangements for safe drinking water be made on the campus.
24. Adequate supply of water in toilets and for hand washing be ensured.
25. Dustbins must be cleaned and covered properly.
26. At the end of the day-
 - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examinations Centre and outside the examinations room/hall.
 - b. Safely dispose off all used masks and gloves discarded at the examinations centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority.

27. Maintain record of all exam functionaries.
 - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
 - b. Invigilators record are maintained in the system through staff verification processes.
28. Name and number of other staff such as Housekeeping, Security Guards etc. will be maintained.
29. HPPSC should maintain the database of Students in a certain format.
30. Room-wise database of candidates & staff on duty shall also be maintained.
31. Exemption about the quarantine requirement, if they enter or exit or vice-versa from the State, may also be included in the SOP as per instructions issued by Revenue Department dated 14.7.2020 (copy enclosed).
32. Outstation candidate may register themselves well in time on <https://covid19epass.hp.gov.in/portal> so that they don't face any problem on State Boards.

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Rev (DMC) (C) 20-2/2020 – COVID 19
Government of Himachal Pradesh
Revenue Department – Disaster Management Cell

Shimla – 171002
Dated: 14th July 2020

ORDER

In continuation of State Executive Committee's Orders No. Rev (DMC)(C)20-2/2020-COVID 19 dated 2nd July 2020 and 7.7.2020, and in exercise of the powers conferred under the Section 24 (e) of the DM Act 2005, the undersigned in capacity of the Chairman, State Executive Committee (SEC), hereby orders the following points are amended/deleted/added in the Orders and directs all the Departments & Organisations of the Government, District Magistrates, Police Officers/Officials and Local Authorities of the State to ensure strict implementation of the directions of the SEC:

Amendment/Deletion/Addition

Following point stands deleted:

Point No. (vii) - The medical colleges are allowed to open in the State for final year students to strengthen the Health System in coming days along with the health training institutions from 15th July 2020 subject to the SOPs issued by Department of Health and Family Welfare.

Following directions stand amended:

Public Transport & Movement of Vehicles

Point (i) will be modified as under:-

Point No. (i) - Inter-State movement of public transport buses will remain prohibited. Taxis however can ply with registration on COVID 19 E-Pass Software (<http://covid19epass.hp.gov.in>). A Taxi driver coming into the State for dropping may be exempted from quarantine requirement, if he returns back within 24 Hours of the entry.

Quarantine Arrangements

Point No. (viii) will stand modified as under:-

Point No. (viii) - The students and the accompanying parents may need to move in and out of State due to competitive examinations, hence, their movement may be facilitated by waiving off the condition of quarantine, if they exit or re-enter the State or vice-versa within a period of 72 hours.

The following new point will be added: -

Point No. (xvi)- Any person having been tested negative for COVID 19 through RT-PCR Test (Reverse Transcription Polymerase Chain Reaction) by an ICMR accredited/approved laboratory not earlier than 72 hours at the time of entry may also be exempted from the requirement of quarantine. However, he/she will take adequate measure like wearing of mask, social distancing, etc. to prevent spread of COVID-19.

**Chief Secretary cum Chairperson, SEC
Himachal Pradesh**

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. ACS (Health) to the Government of HP
3. All the Head of Departments, Himachal Pradesh
4. All the Divisional Commissioners, Himachal Pradesh
5. All the Deputy Commissioners, Himachal Pradesh
6. All the Principals of Medical Colleges in HP

Copy for information to:

- i. All the Members of SDMA
- ii. All the members of the State Executive Committee.
- iii. Principal PS cum Special Secretary to Hon'ble CM-cum-Chairperson, SDMA.

**Principal Secretary (Revenue) to the
Government of Himachal Pradesh**

No.Per(AP-B)B(15)-19/2020-Loose
Government of Himachal Pradesh
Department of Personnel (Appointment-II)

From

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

To

The Secretary,
HP Staff Selection Commission,
Hamirpur.

Dated: Shimla-171002

24-7-2020, 2020

Subject:-

**Regarding- Standard Operating Procedure
(SOP) for conduct of examinations.**

Sir,

I am directed to refer to your office letter No. HPSSSB-B(2)-902/2015-3541 dated 24.7.2020 on the subject cited above and to convey the approval of the Government for smooth conducting of various examinations subject to observance of Standard Operating Procedure(SOP) devised in consultation with the Health and Revenue Departments, copy of which is enclosed. It may be ensured that the examinations are conducted strictly in accordance with the parameters prescribed in the SOPs.

Yours faithfully,


(Rajender Sharma)

Deputy Secretary(Personnel) to the
Government of Himachal Pradesh

Tel. No. 0177-2628479



