

Government of Himachal Pradesh  
Department of Personnel

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

Dated: Shimla-171002,

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

ORDER

**Whereas**, it has been experienced that quarantine and isolation of the suspected and confirmed cases of Covid-19 is the most potent non pharmacological intervention for the prevention, control, mitigation and containment of the Coronavirus. If quarantine/ isolation is not resorted to, such individuals might pose a threat to the society at large and might cause the most preventable mortality and morbidity in terms of human life.

**Whereas**, vide Order of even number dated 31<sup>st</sup> May, 2020, it has been mentioned that those employees, who develop flu like symptoms/ fever or respiratory problems may be advised to proceed on paid leave and take the prescribed treatment/ or proceed on home quarantine.

**Whereas**, clarificatory instructions regarding treating the period of an employee spent in institutional/home quarantine were issued vide this Department's order of even number dated 29<sup>th</sup> June, 2020. It has been clarified that if a Government servant/ daily paid/ contractual/ part-time/ outsourced worker is asked/ forced to get herself/ himself quarantined for a specified period due to contact with a Covid-19 positive patient during the discharge of her/ his official duties or/ and remains under treatment or such an employee resides in any notified containment zone, the period of absence of such employee shall be considered to be on duty and no wages/salary/emoluments shall be deducted till resumption of duty. However, if exposure has not occurred during the discharge of official functions, leave of the kind due shall be debited to the leave account of such employees.

**Whereas**, in the above mentioned Order, the period for which suspect/confirmed cases of Covid-19 are to be allowed to be quarantined/isolated, was not specified. Further, only limited and specified types of leave are permissible in case of contractual, daily paid, part-time and outsourced employees.

**Whereas**, references are being received from many quarters seeking clarifications in this regard. The matter has been examined thoroughly also keeping in view the discharge policy issued by



the National Health Mission, Himachal Pradesh vide Circular number NHMHP-IDSP/1/2020-IDSP-Section-National Health Mission-HP-Part(1)-6876 dated 1.9.2020 and guidelines issued vide Order No. NHMHP-IDSP/1/2020-IDSP-Setion-Part(2)-7156 dated 30.9.2020.

**Whereas,** a "High Risk Contact" has been defined as a person

- a. living in the same household as a Covid-19 case;
- b. having had direct physical contact with a Covid-19 case or her/ his infectious secretions without recommended Personal Protective Equipment (PPE) or with a possible breach of PPE.
- c. who was in a closed environment or direct contact with a Covid-19 case at a distance of within 1 metre, travelled in the same environment (car/taxi/bus/train/flight or any other mode of transit).
- d. who has touched or cleaned the linen/ clothes/ dishes of Covid-19 patient without wearing mask and without practising hand hygiene.

All contacts other than "High Risk Contacts" shall be categorized as "Low Risk Contacts".

**Whereas,** there has been an exponential rise in the Covid-19 positive cases in general and instances of employees under the State Government being High or Low Risk Contacts of Covid-19 positive cases, while being on duty or otherwise, in particular. Moreover, the stage of community spread of Covid-19 is being experienced in the State.

**Now, therefore,** in partial modification of this Department's Orders of even number dated 31<sup>st</sup> May, 2020 and 29<sup>th</sup> June, 2020 and in exercise of the powers vested in me under the Clause 3 of the H.P. Epidemic Disease (Covid-19) Regulations notified on 14<sup>th</sup> March, 2020, it is hereby directed that:



- (i) All the Officers/officials identified as "High Risk Contacts" shall immediately notify the matter to the Head of Office, isolate himself/ herself and get tested, preferably RTPCR, on 6<sup>th</sup> or 7<sup>th</sup> day of the last contact, which will be facilitated by the former in consultation with the District Surveillance Officer designated as such by the Health & Family Welfare Department.



- (ii) All the employees identified as primary/secondary contacts of a Covid-19 positive person shall be tested immediately in case if he/ she develops any symptoms suggestive of Covid-19.
- (iii) In case of an employee being a "High Risk Contact", is tested on 6<sup>th</sup> or 7<sup>th</sup> day and found negative for COVID-19, he/she shall report to duty immediately.
- (iv) In case an asymptomatic "High Risk Contact" is tested positive on the 6<sup>th</sup> or 7<sup>th</sup> day of the contact, he shall remain on home isolation for 17 days and in case he/she develops any symptoms, then action as per the discharge policy issued by the National Health Mission shall be taken.
- (v) The employees categorized as "Low Risk Contact" are required to strictly adhere to mask use, practise personal cough, sneeze and hand hygiene and avoid official tours/ visits.
- (vi) Leave of the kind due shall be allowed to a regular Government employee in case he/she comes into contact with a Covid-19 positive patient or/ and remains under home isolations/ quarantine or treatment.
- (vii) In case of contractual, daily paid, part-time and outsourced employees having contacted a Covid-19 positive person, she/ he shall be allowed to remain under home isolation/ institutional quarantine and also to undertake the prescribed treatment on a paid holiday as a special case subject to production of a certificate to this effect issued by the concerned District Surveillance Officer or any other competent authority of the Department of the Health & Family Welfare while resuming duties.

These instructions may be followed strictly.

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, 26<sup>th</sup> November, 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 the 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 officers/Registrars of Boards/Corporations/Councils/authority/Universities/Municipal Corporations/Co-operative Banks in H.P.
8. The Secretary, HP Public Service Commission, Shimla-171002.
9. The Secretary, HP Staff Selection Commission, Hamirpur, HP.
10. Guard File.

  
26/11/20

(Amarjeet Singh)

Special Secretary (Personnel) to the  
Government of Himachal Pradesh  
Telephone No. 0177-2621897

Directorate of Hr. Education  
Himachal Pradesh

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the  
Copy for information and further necessary action is forwarded to:-

1. The Special Secretary (Personnel) to the govt. of Himachal Pradesh, Shimla-171002 w.r.t. No. Per(AP-B)B(15)-19/2020 dated 29.06.2020 & 26.11.2020.
2. The Secretary (Edu.) to the Govt. of HP for information please.
3. All the Branch Officer / Superintendent, Directorate of Higher Education H.P.
4. All the Principal, GDC / GCTE Dharamshala & Skt. Colleges in Pradesh.
- ✓ 5. All the Deputy Directors of Higher Education, H.P.
6. All the Principals/ HM of Govt. Sr. Sec. Schools / High Schools in the H.P.
7. The Chief Librarian, Centre State Library Solan.
8. All the District Library in the Pradesh, HP.
9. The NCC Group Commander, GP HQ, Shimla-4.
- ✓ 10. All the NCC units in the Pradesh, HP.
- ✓ 11. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website.
12. Guard File.



Director Higher Education  
Himachal Pradesh



Government of Himachal Pradesh  
Department of Personnel

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

Dated: Shimla-171002, <sup>29</sup> June, 2020

**ORDER**

Whereas, vide this Department's order of even number dated 31st May, 2020, it was ordered that all offices under the Government of Himachal Pradesh shall remain open on all working days with 100% attendance of all the officers/officials.

Whereas, vide these orders, it has specifically been mentioned that those employees, who develop flu like symptoms/fever or respiratory problems may be advised to proceed on paid leave and take the prescribed treatment/or proceed on home quarantine. The salary/wages/emoluments of such employees shall not be deducted for the days of non-reporting in offices. —

Whereas, references and requests for clarifications are being received from various quarters regarding treatment of period of an employee spent in Institutional/Home Quarantine to prevent the potential spread of the Coronavirus to other persons. These employees may have been forced to undergo Home or Institutional Quarantine due to close contact with a COVID positive person, by virtue of their places of residence falling within the notified containment zones, due to travel from outside the State or from within the containment zones or due to their family members undergoing home quarantine.

Whereas, the matter has been considered thoroughly and since the quarantine and isolation of COVID suspect/positive cases is the most potent non pharmacological intervention for the control and containment of Coronavirus, a view needs to be taken as the forced quarantine and isolation of such employees is in the public interest, and if not quarantined/isolated, such individuals may be a threat to the society at large and may result in most preventable, mortality and morbidity in terms of human life.

NOW, therefore, after consideration and in continuation of this Department's Order of even number dated 31.5.2020, in exercise of the powers conferred by the Himachal Pradesh Epidemic Disease (COVID-19) Regulations, 2020 notified vide Notification No.HFW-A-A(3)1/2020 dated 14.3.2020, under the Epidemic Disease Act, 1897, it is hereby ordered that:-

.....2.....

- a) If a Government servant/daily paid contractual/part-time/outsourced worker is asked/forced to get himself/herself institutional/home quarantined for a specified period due to contact with a COVID positive patient or due to any other reason as enumerated above, and such exposure on account of which the need for quarantine has risen, has occurred during discharge of official duties including travel to various other States/Stations, such period may not be considered as leave/absence from duty and the salary/wages/emoluments of such employee may not be deducted for such period of quarantine. However, if such exposure has not occurred during the discharge of official functions, for instance private visit to the other States, leave of kind due shall be debited to the leave account of such employees.
- b) However, if the place of residence of the quarantined Government servant/daily paid/contractual/part-time/outsourced worker happens to fall within any notified containment Zone, the period of absence till the delisting of such containment zone shall not be considered as leave/absence from duty and the salary/wages/emoluments of such employee for such period may not be deducted. Such employees shall try to discharge official duties through work from home, as far as practicable.
- c) If the Government servant/daily paid/contractual/part-time/outsourced worker, comes to be positive, due to exposure on official duties or otherwise, the period during which he/she shall be under treatment shall also be considered to be on duty period and no wages/salary/emoluments shall be deducted till the time such employee is medically recovered and fit to resume duty as per the certificate of the competent authority.

This Order shall come into force with immediate effect.

By Order

R.D.Dhiman  
Additional Chief Secretary(Personnel) to the  
Government of Himachal Pradesh



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

Dated: 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 the 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 Officers/Registrars of boards/Corporations/Councils/ authority/Universities/Municipal Corporations/Co-Operative Banks in H.P.
8. The Secretary, HP Public Service Commission, Shimla-171002.
9. The Secretary, HP Staff Selection Commission, Hamirpur, H.P.
10. Guard File.

(O.P. Bhandari)

Deputy Secretary(Personnel) to the  
Government of Himachal Pradesh  
Telephone No.0177-2626097

Directorate of Hr. Education  
Himachal Pradesh

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the 16-04-2021  
Copy for information and further necessary action is forwarded to:-

1. The Special Secretary (Personnel) to the govt. of Himachal Pradesh, Shimla-171002 w.r.t. No. Per(AP-B)B(15)-19/2020 dated 29.06.2020 & 26.11.2020.
2. The Secretary (Edu.) to the Govt. of HP for information please.
3. All the Branch Officer / Superintendent, Directorate of Higher Education H.P.
4. All the Principal, GDC / GCTE Dharamshala & Skt. Colleges in Pradesh..
5. All the Deputy Directors of Higher Education, H.P.
6. All the Principals/ HM of Govt. Sr. Sec. Schools / High Schools in the H.P.
7. The Chief Librarian, Centre State Library Solan.
8. All the District Library in the Pradesh, HP.
9. The NCC Group Commander, GP HQ, Shimla-4.
10. All the NCC units in the Pradesh, HP.
11. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website.
12. Guard File.

Director Higher Education  
Himachal Pradesh