No.HFW(GDC)B(15)-8/96-III
H. P. Govt. Dental College
& Hospital, Shimla

Dated Shimla-1, the 3rd May, 2020

OFFICE ORDER

As per Instructions issued by the Additional Chief Secretary(Personnel) 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 vide order No. Per(AP-B)B(15)-19/2020 dated 2-5-2020.

All the Head of the departments are hereby directed to follow the instruction/advisory issued by the govt as mentioned below:-

1. Being a Class-I officers, all the faculty members, Medical Officer(Dental) and Post graduate students of H.P. Govt dental College & Hospital, Shimla are directed to attend their department regularly w.e.f. 4-5-2020 to onward.
2. The roster of the employees shall be prepared by the HOD in such a manner that 30% of the employees will attend the department every day in staggered manner
3. The employees who do not attend office on any particular day shall not leave the station as per point no.5 of the notification enclosed herewith.
4. The timings of arrival and departure of employees reporting for duties will be 9.30 to 4.00 PM and 10.00 to 4.30 PM and the time for lunch break will also be staggered.
5. The attendance of all the officers/officials posted in their respective department will be maintained by the HOD and submit the report of the same to the Principal fortnightly.
6. All HOD will ensure wearing of mask and maintaining of social distancing shall be mandatory in all work places
7. Employees who develop flu like symptoms/fever or respiratory problems, the matter may be brought to the notice of the undersigned.

8. Employee(s)showing any symptoms of COVID-19 should be sent to the nearest hospital/clinic/quarantine facility identified for the purpose in consultation with the local administration/health authorities
9. Employees may be advised to maintain personal hygiene and social distancing resort to frequent hand washing etc.
10. Use of Arogya Setu App shall be mandatory for all employees
11. The employees are advised not to spread/believe in rumors or create panic.

3/5/2020
Principal
H. P. Govt. Dental College
& Hospital, Shimla

Endst No.As above Dated: 3/5/2020

Copy to:

1. The Director, Medical Education and Research, Himachal Pradesh, Shimla for information.
2. All the Head of the department of H.P. Govt Dental College & Hospital, Shimla with the directions to circulate the instructions amongst all the officers/official working in their respective department.
3. The Assistant Controller (F&A) / Office Superintendent for information and necessary action.

3/5/2020
Principal
H.P. Govt. Dental College
& Hospital, Shimla