



H.P. POWER TRANSMISSION CORPORATION LIMITED
(A STATE GOVERNMENT UNDERTAKING)
Regd office; - Himfed Bhawan, Panjari (below old MLA Qtrs.) Tutikandi Shimla-5
(CIN) U40101HP2008 SGC 030950
TEL: 0177 2831283, Fax: 2831284 Web: hpptcl.gov.in

Office Order

Subject: Preventive Measures to be taken in HPPTCL Office(s) to contain the spread of Novel Corona Virus (COVID-19)- Regarding.

With reference to the H.P. Govt. issued vide No. Memorandum No. Per(P)AP-B)B(15)-19/2020 dated 18.03.2020 the following advisory is hereby issued in HPPTCL:-

1. Proper cleanliness to be maintained, Sanitizers or hand wash facilities be provided at the entrance of all Office buildings of HPPTCL, so far as if practicable. Hand sanitizers, soap and running water may be provided in washrooms.
2. Employees who develop flue like symptoms/ fever or respiratory problems may be advised to proceed on leave and take the prescribed treatment /home quarantine with the permission of the competent authority. Older employees, pregnant women employees and those employees having underlying medical conditions may be advised to take extra precautions.
3. Entry of visitors to various offices may be restricted, curtailed and regulated and proper screening be ensured.
4. Only important meetings may be held. Video conferencing facility may be utilized to the optimum. Official travelling should be minimized.
5. Dak may be delivered and received at the entry point of the office building through special arrangements. Movement of files and documents should be curtailed. Correspondence through e-mail be encouraged through the extent possible.
6. The employees may be advised to maintain personnel hygiene and social distancing resort to frequent hand washing, avoid unnecessary travelling, cover their nose/mouth while sneezing and coughing with handkerchief or tissue or flex elbow. They may also be advised to not to shake hands or spit in public.
7. Most importantly, the employees may be advised not to spread rumors or create panic.

In addition to above measures prescribed by the Govt. of H.P., following specific directions are to be complied with: -

- i) Avoid lifts and prefer stairs. The lift shall remain close except for emergency situation till 31.03.2020.

ii) The persons working in Head Office complex having symptom of cough/cold etc. must take advise from Doctors. They must wear masks compulsorily in the offices.

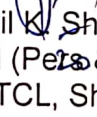
iii) Major events and group gatherings be avoided till situation normalizes.

By Order
Managing Director
HPPTCL, Shimla-5.

No. HPPTCL/P&A/E-30/2020- 24957 - 76 Dated 20-3-2020

Copy of above is forwarded for necessary action to: -

1. The Special Secretary (MPP & POWER), Govt. of H.P. for information Please.
2. Sr. P.S to the Managing Director, HPPTCL, Shimla-5.
3. P.S to Director (P&C)/(Projects), HPPTCL, Shimla-5.
4. General Manager, (Projects)/(C&D), HPPTCL, Shimla-5.
5. All AGM/DGM/Sr. Manager working under HPPTCL. They are requested to circulate these guidelines among employees.
6. Notice Board.


Anil K. Sharma
DGM (Pers & Admn.)
HPPTCL, Shimla-5.