



हिमाचल प्रदेश स्कूल शिक्षा बोर्ड, धर्मशाला-176213

Himachal Pradesh Board of School Education, Dharamshala-176213

No.HB(1)Estt.GF-17(Vol-15)/2020-4330 4400

Dated: 04.05.2020

"OFFICE ORDER"

In pursuance to Order No. Per (AP)-B)B(15)-19/2020 dated 2nd May, 2020, of the Additional Chief Secretary (Personnel) to the Govt. of Himachal Pradesh it is hereby ordered that:

1. All the Officers of HP Board will attend the Office on all working days.
2. All the concerned Controlling/Section Officers will prepare duty roster of the employees in such a manner that 30% of the employees will attend the office every day and remaining will work from their home/residence, so far as possible.
3. The employees who, do not attend office on any particular day, shall not leave the station, be available on the telephone or other means of communication and will attend office, if called for any exigency of work.
4. Meetings involving a large number of persons shall be avoided.
5. Wearing of face cover/mask shall be mandatory in the office.
6. All persons in charge of the work place shall ensure proper social distancing..
7. Employees, who develop- flu like symptoms/fever or respiratory problems will not attend the office, proceed on paid leave and take proper prescribed treatment/home quarantine.
8. The employees are advised not to spread / believe in rumours or create panic.
9. Any of the officer/official who is presently out of State will present at HQ they will attend after the completion of quarantine period.
10. Only 1st gate in front of Post office and 3rd gate of the SBI Branch shall remain open during office hours.

This Order shall come into force with immediate effect.

(Akshey Sood)
Secretary

Endst. No. As above

Copy to:

1. Deputy Commissioner, Kangra at Dharamshala for information please.
2. Superintendent of Police, Kangra at Dharamshala for information please.
3. SPL.PS/PA to Chairman/Secretary.
4. Additional Secretary.
5. All Deputy/Assistant Secretaries.
6. All Section Officers for further necessary action at their end.
7. Section Officer, store to ensure that Frequent sanitization of entire office, common facilities and all points which come into human contacts e.g. door handles etc.shall be ensured, Hand sanitizers, soap and running water may provided in washrooms. Proper cleanliness shall be maintained.
8. Incharge, Maharishi Security Services to check every employee with thermal scanner at entry point of the Office.
9. Guard file.

(Akshey Sood)
Secretary

D.A.Code: 776

ज्ञानालोक परिसर, धर्मशाला जिला काँगड़ा(हिमाचल)-176213

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