

**PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LIMITED
CHANDIGARH**

Office Order

In accordance with the guidelines regarding covid appropriate behavior and to contain & manage the covid-19 pandemic dated 30.04.2021 and 02.05.2021 issued by Department of Home Affairs & Justice (Home-4 Branch), Govt. of Punjab (copy of the same is enclosed herewith for ready reference), it is hereby directed to follow the guidelines immediately.

2. All the Functional Heads of various sections are advised to prepare roster schedule of the employees to attend office so that the sections shall operate with 50% staff on particular day. Further, the other 50% staff will work from home and will be available on call whenever required. It is also advised to all officers/officials of the Corporation to take covid vaccine from the nearest health facility as soon as possible.

3. Further, Coordination & IT Section is directed to upload help desk no., mail-id, official landline no. on the website of the Corporation so that public dealing can be stopped (especially in Estate Wing) and people can also reach Corporation for their work.

Managing Director

Endst.No./PSIEC/Per/ 2999-3009

Dated 04/05/2021

CC:

1. PS/PSIC.
2. PS/Chairman.
3. PA/MD
4. PA/AMD
5. PS/ED
6. All Functional Heads are requested to forward the report of officers/officials of their wing who have taken covid vaccine and remaining may be advised to take vaccine as soon as possible.
7. Sh. Parminder Singh, XEN, HO, Nodal Officer for COVID-19
8. All Officers at HO/Field offices
9. Programmer (IT Section) to upload the same on website of Corporation.
10. Manager (Coordination) is requested to manage the help desk no. of the Corporation.
11. Notice Board.


General Manager (Pers.)

Government of Punjab
Department of Home Affairs & Justice
(Home -4 Branch)

To

1. All Divisional Commissioners and Commissioners in the State
2. All the Zonal IGPs, Commissioners of Police, DIGs and SSPs in the State

No.7/56/2020/2H4/2142

Dated: Chandigarh, the 30th day of April, 2021.

Sub: Consolidated Guidelines regarding Covid appropriate behaviour and restrictions to be implemented w.e.f. 1st May 2021 till 15th May 2021.

1. In order to consolidate all earlier instructions on the subject matter, the following guidelines are issued in relation to restrictions imposed to contain and manage the Covid-19 pandemic. These are to be strictly and meticulously enforced throughout the State w.e.f. 1st May, 2021 till 15th May, 2021

- (i.) Daily Night Curfew from 6 pm to 5 am and Weekend curfew from 6.00 pm on Friday upto 5.00 am on Monday throughout the state strictly prohibiting all non-essential activities; but all essential activities including those enumerated hereinafter in the paragraph 2 titled 'Exemptions' to continue to remain exempted from curfew restrictions.
- (ii.) Number in public transport (buses, taxis, autos) to be restricted to 50% of the capacity.
- (iii.) All bars, cinema halls, Gyms, spas, swimming pools, coaching centres, sports complexes to remain closed.
- (iv.) All restaurants (including in hotels), Cafes, Coffee Shops, fast food outlets, Dhabas etc. to remain closed for dine-in and may function only for take-away. Home delivery allowed till 9pm. No seating inside Restaurants, Fast Food Joint, Coffee Shops etc. to be allowed.
- (v.) All shops including those in malls and multiplexes etc. to close everyday by 5.00 pm.
- (vi.) All Weekly markets (such as apni mandis) to be closed.
- (vii.) There shall be a complete ban on all social, cultural or sports gatherings and related functions.
- (viii.) No gathering of people more than 20 to be allowed; including for weddings/cremations/funerals; every gathering of over 10 persons to be with prior approval of District administration, except for cremations.
- (ix.) There shall be a complete ban across the State on all political gatherings. For any gathering organised in violation of these orders, FIRs will be registered against the organisers and participants as well as against the owners of the venue and the tent houses under the



Disaster Management Act and the Epidemic Diseases Act. Such venues shall also be sealed for next 3 months.

- (x.) Persons who have attended large gatherings anywhere (religious/political/social) to be mandatorily home quarantined for 5 days and tested as per protocol.
- (xi.) All educational institutions i.e. schools and colleges to remain closed but the teaching and non-teaching staff of Govt schools to attend duty.
- (xii.) All the medical and nursing colleges may continue to remain open.
- (xiii.) All recruitment exams to be postponed.
- (xiv.) All Private Offices, including Service Industry, such as offices of Architects, Chartered Accountants, Insurance Companies etc., allowed to 'Work from Home' only.
- (xv.) In Government offices – Health/ frontline workers and employees over 45 years who have not got at least one vaccine dose in last 15 days or more, should be encouraged to take leave and stay home until then. Employees under 45 years to be allowed only on basis of negative RT-PCR not more than 5 days old or else should take leave and stay home.
- (xvi.) Micro-containment zones in high positivity areas to be increased and strictly enforced. Special Monitors to be designated for enforcement.
- (xvii.) Grievance redressal by all the government offices shall be preferred through virtual/on-line modes. Public dealings be discouraged as far as possible and allowed only where deemed unavoidable. Revenue Department shall also endeavour to limit appointments to public to bare minimum for execution of Conveyance Deeds for sale and purchase of properties.

2. Exemptions:

The following activities/establishments shall, subject however to observing Covid appropriate behaviour by all concerned, remain exempted from Covid restrictions in Para 1 above:-


- (i) Hospitals, veterinary hospitals and all establishments both in public and private sector related to manufacture and supply of all medicines and medical equipment. Transportation of all personnel of these establishments shall be allowed subject however to production of identity cards.
- (ii) E-commerce and movement of all goods.
- (iii) Chemist shops and shops dealing with supply of essential goods, milk, bread, vegetables, fruits, dairy and poultry products like eggs, meat etc.
- (iv) 'To and fro' movement of passengers travelling by air, trains and buses on production of travel documents.
- (v) Construction activities in both urban and rural areas.
- (vi) Agricultural including procurement, horticultural, animal husbandry and veterinary services.
- (vii) Vaccination out-reach camps.



(viii) Activities of Manufacturing industry, and services given below including movement of all their employees/workers and vehicles carrying them upon production of requisite permission from their employers :-

- a) Telecommunication, internet services, broadcasting and cable services. IT and IT enabled services.
- b) Petrol pumps and petroleum products, LPG, petroleum and gas retail and storage outlets.
- c) Power generation, transmission and distribution units and services.
- d) Cold storage and warehousing services.
- e) All Banking/RBI services, ATMs, Cash Vans and cash handling/distribution services.

3. District authorities shall continue to ensure strict implementation of all the extant directives of MHA/State Government on Covid appropriate behaviour including social distancing norm of minimum 6 feet distance, no crowds in market places and public transport, and imposition of penalties prescribed for violation of Covid appropriate behaviour like wearing of face masks etc.



Additional Chief Secretary(Home)
30.04.2021

CC:

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|-----------|---|
| 1. CPS/CM | 4. All administrative Secretaries/Registrar - |
| 2. CS | Punjab & Haryana High Court |
| 3. PSCM | 5. DGP Punjab |
| | 6. ADGP-Law & Order |

Government of Punjab
Department of Home Affairs & Justice
(Home -4 Branch)

To

1. All the Divisional Commissioners and the Deputy Commissioners in the State
2. All the Zonal IGPs, Commissioners of Police, DIGs and SSPs in the State

No.7/56/2020/2H4/2143

Dated: Chandigarh, the 2nd day of May, 2021.

Sub: Additional restrictions regarding COVID-19 applicable w.e.f. 02.05.2021 to 15.05.2021.

1. In continuation to this office letter No. 7/56/2020/2H4/2142 dated the 30th April 2021 in the subject matter which shall continue to be enforced till 15.05.2021.

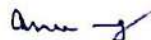
2. In addition to the restrictions as imposed vide letter referred to hereinabove, the following additional restrictions shall be strictly and meticulously enforced:-

- i. All shops selling non-essential items to remain closed


Essential items include Chemist shops and shops dealing with supply of essential goods, milk, bread, vegetables, fruits, dairy and poultry products like eggs, meat, mobile repair etc.

No restriction on laboratories, nursing homes and all other medical establishments.

- ii. Nobody to enter the State whether by air, rail or road without either
 - a. Negative Covid report not more than 72 hours old, or
 - b. Vaccination certificate (at least one dose) over 2 weeks old.



- iii. All Government offices as well as banks will work at 50% strength other than those where officials are involved in Covid management. Deputy Commissioners are authorised to draft services of any official for Covid management and related duties.
- iv. All Four-Wheeler Passenger vehicles, including Cars and taxis, not allowed to seat more than 2 passengers. Vehicles carrying patients to hospitals exempted. No Pillion riders on scooters and motorcycles except those belonging to the same family and living in the same house.
- v. No gathering of more than 10 persons to be allowed; including for weddings/cremations/funerals.
- vi. Villages will organise Thikri Pehras to ensure that 'Night Curfew' and 'Weekend Curfew' Orders are complied with.
- vii. Social Distancing to be maintained in Sabzi Mandis, which would be open only to Fruit and Vegetable Wholesalers.
- viii. Appeals to Kisan Unions and Religious leaders not to hold gatherings and restrict number of protestors to token presence at Toll Plazas, Petrol Pumps, Malls etc.
- ix. Religious Places to be closed at 6 pm daily. No overcrowding at Gurudwaras, Mandirs, Masjids, Churches etc.
- x. Action by District Administrations against those hoarding Oxygen Cylinders etc.
- xi. RT-PCR testing of Road and Streetwise vendors, such as Rehriwallahs etc. to be carried out.



3. Implementation to be stepped up

- i. Daily Night Curfew from 6 pm to 5 am and Weekend curfew from 6.00 pm on Friday upto 5.00 am on Monday throughout the state. No vehicle to ply except for medical purposes. with curfew pass
- ii. Number in public transport (buses, taxis, autos) to be restricted to 50% of the capacity. Transport and civil officials, along with police personnel, to constitute flying squads to enforce.
- iii. All bars, cinema halls, Gyms, spas, swimming pools, coaching centres, sports complexes to remain closed.
- iv. All restaurants (including in hotels), Cafes, Coffee Shops, fast food outlets, Dhabas etc. to remain closed for dine-in and may function only for take-away. Home delivery allowed till 9pm. No seating inside Restaurants, Fast Food Joint, Coffee Shops etc. to be allowed.
- v. All Weekly markets (such as apnimandis) to be closed.
- vi. There shall be a complete ban on all social, cultural or sports gatherings and related functions, including government functions, such as inaugurations, foundation stone laying ceremonies, etc unless prior permission of Deputy Commissioner has been obtained.
- vii. There shall be a complete ban across the State on all political gatherings. For any gathering organised in violation of these orders, FIRs will be registered against the organisers and participants as well as against the owners of the venue and the tent houses under the Disaster Management Act and the Epidemic Diseases Act. Such venues shall also be sealed for next 3 months.
- viii. Persons who have attended large gatherings anywhere (religious/ political/social) to be mandatorily home quarantined for 5 days and tested as per protocol.
- ix. All educational institutions i.e. schools and colleges to remain closed but the teaching and non-teaching staff of Govt schools to attend duty.
- x. All the medical and nursing colleges may continue to remain open.
- xi. All recruitment exams to be postponed, unless it relates to recruitment of Covid management related manpower.



- xii. All Private Offices, including Service Industry, such as offices of Architects, Chartered Accountants, Insurance Companies etc., allowed to 'Work from Home' only.
 - xiii. In Government offices – Health/ frontline workers and employees over 45 years who have not got at least one vaccine dose in last 15 days or more, should be encouraged to take leave and stay home until then. Employees under 45 years to be allowed only on basis of negative RT-PCR not more than 5 days old or else should take leave and stay home.
 - xiv. Micro-containment zones in high positivity areas to be increased and strictly enforced. Special Monitors to be designated for enforcement.
 - xv. Grievance redressal by all the government offices shall be preferred through virtual/on-line modes. Public dealings be discouraged as far as possible and allowed only where deemed unavoidable. Revenue Department shall also endeavour to limit appointments to public to bare minimum for execution of Conveyance Deeds for sale and purchase of properties.
4. District authorities shall also continue to ensure strict implementation of all the extant directives of MHA/State Government on Covid appropriate behaviour including social distancing norm of minimum 6 feet distance (Do Gaz Ki Doori), regulating crowds in market places and public transport, and imposition of penalties prescribed for violation of Covid appropriate behaviour like wearing of face masks and spitting in public places etc.



Additional Chief Secretary (Home)

02.05.2021

CC:

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| 1. CPS/CM | 4. All administrative Secretaries/Registrar - |
| 2. CS | Punjab & Haryana High Court |
| 3. PSCM | 5. DGP Punjab |
| | 6. ADGP-Law & Order |