



PUNJAB STATE TRANSMISSION CORPORATION LTD.
(Regd. Office: PSEB Head Office, The Mall, Patiala-147001, Punjab, India)
Corporate Identity Number: U40109PB2010SGC033814
(O/O Dy. CE/HR & Admin, PSTCL, PATIALA)

Email- se-admin@pstcl.org

Telephone No. 0175-2970693

Website: www.pstcl.org

To

All Chief Engineers/ HODs under PSTCL.

Memo No. 511-517 / Spl/ Admin

Dated: 10.05.2020

Subject: Revised Guidelines for Opening of Offices of PSTCL w.e.f. 11-05-2020

Reference: This office Memo No. 445- 451/ Spl/ Admin Dated: 04.05.2020 (Copy enclosed)

In continuation to the above referred letter it is intimated that worthy Director/ Admin, PSTCL, Patiala visited PSTCL Head Office, Shakti Sadan, Opposite Kali Mata Mandir, Patiala on 08.05.2020 along with senior officers/officials to review the operation/working conditions of the office and inspected the Cleanliness and Sanitisation of HO Building. In view of the ongoing COVID-19 pandemic, Director/ Admin has ordered to adhere the following guidelines:

Re-Sanitisation of the complete office building and outside areas and concerned officer/ official entrusted with responsibility to ensure the sanitisation of office records/ furniture/ fixture and other equipments installed/placed in his/her office following the complete hygienic standards. Office of the S.E./Civil has been entrusted with the responsibility of re-sanitisation which will start at 9 A.M on 11-05-2020.

1. Hand sanitisers are to be provided at the main entry of the office premises and all the officers/officials must ensure to sanitise their hands before entering the office premises every day and every time. Provision of soap cakes/ liquids soaps and running tap water should be ensured in the office and all the Toilets should be cleaned up every hour in a proper hygienic manner and all the corridors should be cleaned up/ mopped on regular basis and proper record should be maintained for the same.
2. All Coolers/ AC filters to be cleaned before making them operational and thereafter to be cleaned periodically and regularly. The water storage tanks are to be cleaned up. Drinking water purifiers should be fully operational and working at optimal capacity.
3. Revised office timings will be 9am to 5pm however flexible timing/ number of employees attending the offices physically shall be decided by HOD in consultation with subordinate supervisory staff, keeping in view that only urgent work is to be carried out in the office premises and routine works may be carried out by non-attending officials from their residence. However complete record of attendance should be maintained physically. The officers/officials must ensure proper social distancing and staff strength should be decided keeping in view the nature of work and sitting arrangement at the office premises.
4. Flexible timings may be allowed to employees with the condition that important work doesn't suffer. Employees may be allowed to work from home, wherever possible the required documents/ files may be allowed to be carried along with the concerned officials. Before this eventuality, prior permission of sectional head should be obtained and proper record should be maintained. **However no confidential record should be allowed to be taken to his/ her home by any employee.**
5. During ensuing lockdown period, no visitors shall be allowed in the offices and physical dak receipt should be abstained and official correspondence should be made only through e-mails.

6. In case of any difficulty observed in adhering to these instructions, feedback may be given through their respective HODs.
7. All the other guidelines issued by Ministry of Home Affairs, Govt. of India and Govt. of Punjab from time to time shall be followed strictly in letter and spirit.

This issues with the approval of competent authority.



Dy. CE/HR & Admin,
PSTCL, Patiala

No. 518-576 / Spl/ Admin

Dated: 10.05.2020

CC:

1. Dy Secy/ Sr PS/ PS to CMD/ PSTCL, Director/Admin, PSTCL, Director/Tech. PSTCL, Director/ F&C, PSTCL, Patiala for info please.
2. All Dy. Chief Engineers/ SEs in PSTCL for information & n.a.
3. Company Secretary, PSTCL, Patiala for information & n.a.
4. All Addl. SEs/ Sr. XENs/ Dy. Secy. of PSTCL for information & n.a.



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To

All Chief Engineers/ HODs under PSTCL.

Memo No. 445- 451/ Spl/ Admin

Dated: 04.05.2020

Subject: Re-opening of PSTCL office w.e.f. 04.05.2020.

Reference: Punjab Government, Department of Home Affairs & Justice, office letter No. SS/ACSH/2020/354 dated 03.05.2020. (Copy enclosed)

In compliance to the Lockdown 3.0-MHA guideline dated 01.05.2020 to be implemented w.e.f. 04.05.2020 for containment of COVID 19, office letter No. SS/ACHS/2020/354 dated 03.05.2020 of the Government of Punjab, Department of Home Affairs & Justice and further directions of CMD, PSTCL has resumed offices with partial staff w.e.f. 04.05.2020 with office timings 0900hrs to 1400hrs. Director/ Administration along with other senior officials have supervised pre-sanitization of the complete office building and instructed for regular sanitization thereafter. All officers/ officials have been directed to maintain social distancing, compulsory wearing of face masks, using stair case instead of lifts, all offices should have provisions for hand wash/ sanitizers and meetings are to be avoided.

All the other guidelines issued by the Ministry of home Affairs, Govt. of India and the Govt. of Punjab from time to time shall be followed strictly in letter and spirit.

This issues with the approval of competent authority.

DA: As above.

Dy. CE/HR & Admin,
PSTCL, Patiala

No. 452- 510/ Spl/ Admin

Dated: 04.05.2020

CC:

1. Dy Secy/ Sr PS/ PS to CMD/ PSTCL, Director/Admin, PSTCL, Director/Tech. PSTCL, Director/ F&C, PSTCL, Patiala for info please.
2. All Dy.Chief Engineers/ SEs in PSTCL for information & n.a.
3. Company Secretary, PSTCL, Patiala for information & n.a.
4. All Addl. SEs/ Sr. XENs/ Dy. Secy. of PSTCL for information & n.a.

Government of Punjab
Department of Home Affairs & Justice

To

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

No.SS/ACSH/2020/354

Dated, Chandigarh, the 3rd day of May 2020

Sub: Lockdown 3.0 – MHA guidelines dated 01.05.2020 to be implemented w.e.f. 04.05.2020 for containment of COVID-19

It is in continuation to this office letter No. SS/ACSH/2020/342 dated the 2nd May 2020 (copy enclosed) vide which the MHA guidelines dated 01.05.2020 to be implemented w.e.f. 04.05.2020 for containment of COVID-19, were circulated and you were requested to further extend the curfew/lockdown by 2 weeks from 04.05.2020 to 17.05.2020. Modalities for implementation of these guidelines are given in the following paragraphs:

1. Identification of Zones:

Zones are to be identified by the Ministry of Health & Family Welfare, Government of India on weekly basis and for the week beginning 04.05.2020 identification of the districts is –

- Red Zone: Jalandhar, Patiala and Ludhiana districts.
- Green Zone: Rupnagar, Fatehgarh Sahib, Bathinda and Fazilka districts.
- Orange Zone: all the remaining 15 districts.

The State also has the power to include additional districts as red zones and accordingly, the Districts will go by the advice of Health Department (Punjab government) on the matter of identification.

2. Classification of Zones:

As per MHA guidelines if a district has been identified as red or orange zone, the entire district would not be classified/labelled as red or orange zone. The district has to be divided into 2 units – one unit under the Municipal Corporation area (not Municipal

Committee) and the other unit outside the Municipal Corporation area. If there is no Municipal Corporation in the district, then the district would have only one unit. For districts having a Municipal Corporation and 2 units, if a district has been identified as red/orange zone and if there is no confirmed positive case of Covid-19 in the last 21 days in the area outside the Municipal Corporation, then the area may be labelled/classified as orange/green zone i.e. one category lower for the purpose of permitted activities. If the district has one or more confirmed positive cases of Covid-19 in the area outside the Municipal Corporation then the original identification of the district as red/orange zone would continue.

3. Identification of Containment Zones:

As per the Health Department guidelines, the district authorities are required to identify and notify the containment zones and thereafter, follow a detailed protocol for contact tracing, testing, clinical management etc.

There are separate guidelines of the Ministry of Health & Family Welfare, Government of India for activities permitted in containment zones and accordingly, these MHA guidelines would not apply to those zones.

4. Gist of MHA guidelines dated 01.05.2020:

- The gist of MHA guidelines dated 01.05.2020 including relaxations granted have been tabulated in the sheet enclosed herewith.
- The activities permitted under the earlier MHA guidelines dated 24.03.2020 and 15.04.2020 would continue to be allowed.
- It may be specifically noted that the objective of these latest (01.05.2020) MHA guidelines is to give more relaxations and not to curtail the scope of relaxations allowed under earlier guidelines.
- Activities which are not specifically prohibited or are permitted with restriction in various zones, will be permitted under the MHA guidelines.

5. MHA guidelines dated 01.05.2020:

The MHA guidelines dated 01.05.2020 are to be strictly followed subject to minor modifications as given in the following paragraphs:

(i) Movement of persons:

MHA has prohibited movement of individuals for non-essential activities between 7 pm to 7 am.

Movement of individuals for non-essential activities between 7 am to 7 pm will be regulated by the district authorities in view of continuation of curfew in the State.

Shops and Banks (public dealing work) shall be opened from 9.00 am to 1.00 pm.
Banks be allowed to carry out their non-public dealing office work as per their requirement.

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Customs, FCI, NCC, NYK and Municipal Services as mentioned in Clause 7(ii)(g) of MHA guidelines dated 01.05.2020.

(vi) Opening of shops:

All shops in rural areas are allowed to remain open except those located in Shopping complexes/malls.

Similarly, all shops in urban areas except those located in Shopping complexes/malls are permitted to remain open without any distinction of essential or non-essential goods in orange and green zones. Shops in Markets and Market Complexes in Red Zones can be opened only for essential commodities. District Magistrates may, however, issue specific orders to regulate their opening based on local exigencies.

However, shops in Shopping complexes/malls in both rural as well as urban areas would remain closed.

(vii) e-Commerce:

E-commerce activities in red zones will be permitted only for essential goods irrespective of rural/urban areas.

For orange and green zones, there is no restriction on e-commerce and their activities are permitted both for essential and non-essential goods.

(viii) Construction activities:

There is no restriction on construction activities in rural areas in all the 3 (red, orange and green) zones.

Similarly, there is no restriction on construction activities in orange and green zones of urban areas.

As regards taking-up of construction activities in red zones in urban areas, only in-situ construction projects or construction of renewable energy projects for their on-going and new work would be permitted.

(ix) Opening of Private Offices:

There is no restriction on strength for private offices in green and orange zones. However, for offices in red zone areas, not more than 33% of total employee strength is permitted in both urban and rural areas.

This limitation of 33% of staff strength would also apply to educational institutions for their on-line working.

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Movement of persons to their workplaces, wherever permitted, will be allowed on production of Identity Card issued by the employer.

(ii) Movement of buses/vehicles:

Inter-state, inter-district and intra-district movements of buses will not be allowed. Movement of 4-wheeler vehicles with a maximum of 2 passengers besides driver, would be allowed for permitted activities only with passes in all the zones.

Movement of two-wheelers without pillion rider will be allowed only with passes in all the zones.

(iii) Industrial and other establishments:

The Industries which were permitted to operate as per MHA guidelines dated 24.03.2020 and 15.04.2020 will not require any permission of district authorities to resume their operations.

Subject to the abovesaid MHA guidelines of 1.5.2020, the industries which were in operation before the lockdown on 24.03.2020 will not require permission to resume their operations.

(iv) Schools, colleges and educational institutions:

Schools, colleges and educational institutions are to remain closed. However, online and distance learning has been allowed and accordingly, they, on their request, may be allowed to open offices as private offices for organising on-line teaching, book distribution etc. but without holding any teaching activities within the premises.

(v) Government Offices:

MHA guidelines are applicable for employees of both the Central and State Governments. However, the State Government offices would abide by the instructions of the Department of Personnel, Government of Punjab from time to time. Movement of employees to their workplaces will be allowed on production of Identity Card issued by the employer.

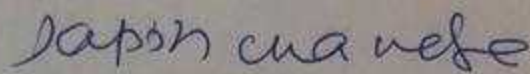
There is no restriction on staff strength for Central Government employees in orange and green areas. However, in red zone areas, there is stipulation of having 33% of junior staff but all officers of the level of Deputy Secretary and above are allowed. Movement of employees to their workplaces will be allowed on production of Identity Card issued by the employer.

However, there is no restriction on staff strength in red zones for employees of Defence and Security Services, Health & Family Welfare, Police, Prisons, Home Guards, Civil Defence, Fire & Emergency Services, Disaster Management and related services, NIC,

6. Social Distancing and Wearing of Masks:

These instructions are to be meticulously followed and social distancing i.e. minimum 6 feet distance (do gaz ki duri) for all activities shall always be maintained. Accordingly, if any permitted activity leads to crowding and congestion, then necessary steps in terms of staggering, rotation, timings of offices and establishments etc. be taken and it be ensured that principles of social distancing are not compromised.

Wearing of masks by all persons in public places, including workplaces, etc will be mandatory and must be strictly observed and enforced.


(SATISH CHANDRA)

Additional Chief Secretary (Home)

03.05.2020

CC:

1. CPS/CM
2. CS
3. PSCM
4. DGP Punjab
5. ADGP-Law & Order

MHA Guidelines dated 01/05/2020 (Outside Containment Zones)

S.No	Activity	Red Zone	Orange Zone	Green Zone	
1	Travel by air, rail, metro and Inter-State buses, running of Schools, colleges, and other educational and training/coaching institutions, hospitality Services, cinema halls, malls, gymnasiums, sports complexes etc; social political, cultural and other kinds of gatherings; and religious places/ places of worship for public. However, movement of persons by air, rail and roads is allowed for activities permitted by MHA	Not allowed	Not allowed	Not allowed	
2	Movement	1. Individuals (7pm to 7am)	Not allowed	Not allowed	
		2. Persons above 65 year, Pregnant women & children below 10 year	Not allowed	Not allowed	
3	OPD (Government/ Private)	Allowed	Allowed	Allowed	
4	Vehicles	1. Interstate Buses	Not allowed	Not allowed	
		2. Intra-District and Inter-District Buses	Not allowed	Not allowed	
		3. Taxis and Cab aggregators	Not allowed	Taxis Allowed with 1 Driver + 2 Passenger	
		4. Movement of Individuals and Vehicles	4 wheeler : 1+2	Allowed	Allowed
			2 wheeler without pillion	Allowed	Allowed
		5. Goods traffic	Allowed without any restriction	Allowed without any restriction	
6. Cycle, Rickshaw and Auto Rickshaw	Not allowed	Allowed			
5	Shops, except Malls (2 yard distance)	1. Rural Area (Goods Shops)	Allowed without any restriction (essential & non essential)	Allowed without any restriction (essential & non essential)	
		2. Urban Area (Goods Shops)	Allowed : Standalone, neighbourhood shops, shops in residential areas (Without Restrictions). Allowed in Market complexes, Markets only for essential items	Allowed without any restriction (essential & non essential)	
		3. Service Shops (Barber shops, salons, Spa)	Not allowed	Allowed	
6	Construction activities	1. Rural	Allowed	Allowed	
		2. Urban	Allowed for in situ construction	Allowed without any restriction	
7	Agriculture, Horticulture, Animal Husbandry, Veterinary (essential services)	Allowed	Allowed		
8	Industries	1. Essential Goods, IT, Jute, Packaging	Allowed	Allowed	
		2. Rural Area	Allowed	Allowed	
		3. Urban Area	Allowed only in SEZs, EOUs, industrial estates, industrial townships	Allowed without any restriction	
9	E-Commerce	Allowed for essential commodities	Allowed without any restriction		
10	Private offices	Allowed with 33% staff	Allowed without any restriction		
11	Government offices	1. Defence, Health, Police, Fire etc	Allowed	Allowed	
		2. Other offices	Allowed 100% for Deputy Secretary and above, 33% Junior Staff	Allowed without any restriction	
12	All other activities not specifically prohibited in MHA Guidelines	Allowed	Allowed		