



Rajasthan State Pollution Control Board

Headquarter, 4, Institutional Area, Jhalana Doongri, Jaipur-302004

Phone: 0141-5159699, 5159604 e-mail: member-secretary@rpcb.nic.in

Toll Free HelpLine No. : 18001806127 Ext. 7

F1(52)/RPCB/Estt./2020-2021/COVID -19/ 8-25

Date : 17.2.2020

ORDER

Guidelines for the Implementation of Lock Down order of Govt. of Rajasthan

(For the compliance of orders declared by Ministry of Home Affairs, Government of India Vide order No. 40-3/2020-DM-I(A) dated 15.04.2020 and Govt. of Rajasthan Home department order no. F-33(2)/Home Gr.9/ 2019 Dated 15.04.2020)

The lockdown imposed in the entire country for the period March 25th to April 14th, 2020 has been extended up to May 3rd, 2020 vide order No. 40-3/2020-DM-I(A) dated April 14th, 2020 issued by Ministry of Home Affairs, Government of India, followed by detailed guidelines vide Order dated April 15th, 2020 by the Government of Rajasthan

In compliance of the above orders and in supersession of office order dated 20.03.2020. it is directed that the State Board HeadQuarters and Regional offices shall restart operations from 20.04.2020.

The following guidelines are issued in respect of the Lock down to be followed by all concerned during the period April 20th, 2020 to May 3rd 2020.

For the RSPCB Head Quarters :-

1. The Head Office shall remain open during working hours and all officers shall observe all the precautions stated in the MHA Govt. of India order dated 15.4.2020 and GOR order dated 15.4.2020.
2. CEE,CSO,CAO, HOO and all GICs, SSOs, EEs, AAOs and ACP shall remain present in the office.
3. All GICs shall call one third of the ministerial and support staff on rotation basis (33%) and may call any individual officer/staff out of turn as per the work requirement/urgency.
4. All GICs will call their subordinate officers (other than ministerial and support staff) as per requirement of work.
5. No Officer/ Staff shall leave the Head Quarter without the permission of the competent authority.
6. To avoid unnecessary contact no inspection / field visit shall be under taken during the period of lockdown. In case of urgency such visit can be undertaken only after permission of competent authority.
7. There shall be complete ban on the non-essential visitors in the official premises.
8. No OBH shall be issued to any representative of industries at Head office and RO level.
9. Every Officer/Staff shall undergo thermal scanning before entering the office premises.
10. GIC (Admin) shall ensure adequate arrangement for temperature screening and provide sanitizers at convenient places, frequent cleaning of common surfaces & availability of hand washing facilities.
11. Frequent cleaning of common surfaces and mandatory hand washing shall be compulsory.



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12. The office premises shall be sanitized regularly. And one compulsory round of sanitization of entire office building and premise shall be ensured before 20.3.2020.
13. All persons shall ensure social distancing as per guidelines issued by Ministry of Health and Family Welfare. There should be no gathering of 5 or more persons.
14. Spitting in public spaces shall be punishable with fine.
15. Wearing of face cover/effective mask is compulsory for everyone at the work place.
16. Use of Arogya Setu App shall be mandatory for all employees.
17. Any Official / Staff having symptoms of common cold, cough and fever shall abstain from coming to office and immediately bring it to the notice of concerned authority and immediately contact a doctor/hospital earmarked for COVID 19 patients. Information about any infected person found in the office be immediately given to the authority concerned.

For the RSPCB Regional Offices:-

1. The Regional Offices shall remain open during working hours and all officers shall observe all the precautions stated in the MHA Govt. of India order dated 15.4.2020 and GOR order dated 15.4.2020.
2. Regional Officer will call their subordinate officers (other than ministerial and support staff) as per requirement of work.
3. Regional Officer may call the ministerial and support staff as per requirement of work and essential to run the office. Since the number of staff is very less, calling 33% may not be practically feasible.
4. No Officer/ Staff shall leave the Head quarter without the permission of the competent of authority
5. To avoid unnecessary contact no inspection / field visit shall be under taken. In case of urgency such visit can be under taken only after permission of competent authority.
6. There shall be complete ban on the non-essential visitors in the official premises.
7. Every Officer/Staff shall undergo thermal scanning before entering the office premises.
8. Regional Officers shall ensure adequate arrangement for temperature screening and provide sanitizers at convenient places, frequent cleaning of common surfaces & availability of hand washing facilities.
9. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
10. The office premises shall be sanitized regularly And one compulsory round of sanitization of entire office building and premise shall be ensured before 20.3.2020.
11. All persons shall ensure social distancing as per guidelines issued by Ministry of Health and Family Welfare. There should be no gathering if 5 or more persons.
12. Spitting in public spaces shall be punishable with fine.
13. Wearing of face cover/effective mask is compulsory for everyone at the work place.
14. Use of Arogya Setu App shall be mandatory for all employees.



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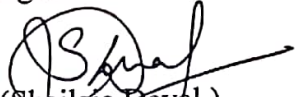
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15. Any Official / Staff having symptoms of common cold, cough and fever shall abstain from coming to office and immediately bring it to the notice of concerned authority and immediately contact a doctor/hospital earmarked for COVID 19 patients. Information about any infected person found in the office be immediately given to the authority concerned.

It is clarified that these guideline have been issued with on aim of safety of the Board Officers/staff and their family members. Any direction issue by the District administration separately for Hot spots/ Curfew area/ cluster etc. shall be effective for those specific areas and shall prevail over these orders to the extent applicable.

Persons residing in curfew bound area are exempted to attend office till the duration of the curfew. Person falling in curfew area shall inform about their inability to attend office through e-mail/whatsapp to the higher officers. No officers/staff shall remain absent without prior permission /approval , otherwise strict action shall be taken against them.

This bears approval of the competent authority.


(Shailaja Deval)
Member Secretary

F1(52)/RPCB/Estt./2020-2021/COVID -19/ 8 - 25
Copy to the following information and necessary action:-

Date : 17.4.2020

1. PS to Chairperson, RSPCB, Jaipur.
2. CEE/CSO/CAO, RSPCB, Jaipur.
3. All GICs, RSPCB, Jaipur.
4. GIC Admin, RSPCB, Jaipur for ensuring arrangements as directed above including the following:-
 - (i) All areas in the premises including the following shall be disinfected by completely user friendly disinfectant mediums:
 - a) Entrance Gate of building, office etc.
 - b) Cafeteria and canteens.
 - c) Meeting room, Conference halls/ open areas available/ verandah/entrance gate of site, building etc.
 - d) Washroom, toilet, sink, water points etc.
 - e) Walls/ all other surfaces
 - (ii) All vehicles entering the premise should be disinfected by spray mandatorily.
 - (iii) Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. All Regional Officers, RSPCB, Jaipur.
6. IT, RPCB, Jaipur for uploading the officer order on the RSPCB website.
7. Notice Board/Guard file.

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Member Secretary