Government of Jammu and Kashmir

Department of Disaster Management, Relief Rehabilitation & Reconstruction

State Executive Committee

Civil Secretariat, Jammu

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Subject: Guidelines / Instructions on lockdown measures in the Union Territory of Jammu and Kashmir w.e.f. 04.07.2020

Government Order No. 66 – JK (DMRRR) of 2020.
Dated: 03.07.2020

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1) Whereas, the Government of India vide its Order No.40-3/2020-DM-I(A) dated 29.06.2020, has issued new guidelines on lockdown measures which are in effect till 31st July2020; and,

2) Now, therefore, in exercise of powers conferred under Section 24 of the Disaster Management Act, 2005, the undersigned, in his capacity as the Chairperson of the State Executive Committee, hereby issuesthe guidelines/ instructions annexed with this order for regulating activities within the Union Territory of Jammu and Kashmir for effective Containment of COVID-19, w.e.f 4th July, 2020 till further orders.

3) All the SOPs and instructions issued earlier and referred to in the Annexure will be deemed to have been extended till the validity of this order, or modified otherwise. Any deviation from this order shall attract penal action under the Disaster Management Act, 2005.

3/7

(B. V. R. Subrahmanyam)
Chief Secretary
Chairperson, State Executive Committee

No: DMRRR/PS/Secy/552/2020 ***Dated: 03.07.2020***

Copy to:

1. Financial Commissioner, Health and Medical Education Department.
2. Principal Secretary to the Lieutenant Governor, J&K.
3. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
4. Director General of Police, J&K
5. Divisional Commissioner, Kashmir/Jammu.
6. Inspector General of Police, Kashmir/Jammu.
7. All Deputy Commissioners.
8. All Superintendents of Police.
9. Private Secretary to the Chief Secretary.
10. Incharge Website, GAD.
11. Government Order/Stock file.

Annexure to Government Order No.66-JK (DMRRR) of 2020 dated 03.07.2020

July 03, 2020

Guidelines/ Instructions for regulating activities in the UT of Jammu& Kashmir during the extended period of lockdown, w.e.f. 4th July, 2020.

General Instructions:

1) These instructions are being issued for regulating activities that are to be permitted during the extended period of lockdown (Unlock-2) in pursuance of MHA's order No.40-3/2020-DM-I(A) dated 29th June, 2020. These instructions shall remain in force till further orders, unless modified or withdrawn earlier.

2) No fresh permission/passes are required for activities which were already permitted under earlier orders. All instructions relating to safety, health precautions, social distancing, etc., continue to apply.

Non-Permissible activities in entire UT of J&K:

3) The following activities shall continue to remain prohibited across the entire Union Territory of J&K, irrespective of the categorization of the districts, w.e.f. **04th July, 2020, till further orders**:

   (i) Inter-UT/state, Inter-province and Inter-district Buses for public transport and private vehicles, except those permitted under this order in specific categories of districts as per procedure prescribed.

   (ii) All schools, colleges, universities, educational/training/coaching institutions (including Anganwadi centers), etc., except training institutions run by the Central/State government. However, online/distance learning shall be permitted. **Their offices can continue to function for administrative purposes.**

   (iii) All cinema halls, gymnasiums, swimming pools, entertainment parks, Spas, theatres, bars, auditoriums, assembly halls and similar places.

   (iv) All social/political/sports/entertainment/academic/cultural/religious functions and other large gatherings and congregations. **Religious places/ places of worship shall continue to remain closed for public till further orders**.

(v) There shall be **no inter-province or inter-State/UT movement** of individuals except after obtaining permissions or in permitted public transport, after following prescribed health protocols.

(vi) The movement of individuals for all non-essential activities between 10 pm to 5 am. District Magistrates shall issue specific prohibitory orders in this regard under Section 144 of CrPC.

(vii) Persons above 65 years of age, persons and with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for meeting essential requirements or for health purposes.

Continuation of Activities already regulatedin the UT of J&K:

4) The following Standard Operating Procedures (SOPs)/ guidelines/ instructions issued by theJK SEC from time to time (available on the website – www.jkgad.nic.in) shall remain applicable in all the districts:

a. Standard Operating Procedure for Red zones (also known as Containment Zones) (Dated 14.04.2020).

b. Standard Operating Procedure for de-notifying Red zones (also known as Containment Zones) (Dated 24.06.2020).

c. Standard Operating Procedure for regulating the movement of migrant workers, stranded students and others (Dated 30.04.2020).

d. Standard Operating Procedure for issuance of movement permissions, dated 19.05.2020 (Attachment A with this order).

e. Protocol for compulsory RTPCR testing and quarantining, issued vide G.O no. 51- JK (DMRRR) of 2020 dated 11.05.2020 read with 60- JK (DMRRR) of 2020 dated 07.06.2020.

5) All activities permitted under earlier Standard Operating Procedures (SOPs) / guidelines/ instructions, and the above, shall continue to be permitted in the UT of J&K., except in the areas identified as the "Containment Zones", and no

fresh permissions would be needed except where fresh relaxations are being given under this order.

Protocol to be followed for all Returnees/ Travelers coming into Jammu & Kashmir

6) All **passengers, returnees or travelers** coming to Jammu & Kashmir, whether by road, rail or air, will have to **compulsorily undergo a COVID-19 RTPCR test** following which they will be **under a 14 day administrative/ institutional quarantine** till the test result is negative, in which case they are released for Home Quarantine or positive, in which case they are sent to a COVID hospital for treatment.

Containment Zone (earlier Red Zone) protocol

7) Areas identified by the Deputy Commissioner within a district as a potential zone of infection will be referred to as a Containment Zone / Red Zone. The SOP/instructions issued by the State Executive Committee vide its order No. 38-JK(DMRRR) of 2020 dated 14.04.2020 for Red Zones/Hot Spots will be valid for Containment Zones/ Red Zones and will be read as the SOP/Instructions for" Containment Zones" within the districts. The term "Red Zone" used in the earlier SOP shall also mean "Containment Zone". In addition, the Deputy Commissioners will take the following actions in the identified "Containment Zones": -

i. **Ensure 100% coverage of Aarogya Setu App among the residents of Containment Zone.**

ii. **Aggressive contact tracing.**

iii. **Home or Administrative quarantine of individuals based on the risk assessment by CMOs.**

iv. **Compulsory testing of all cases with Severe Acute Respiratory Infection (SARI), Influenza Like Illness (ILI) and other similar symptoms specified by MoHFW.**

v. **House to house surveillance by special team constituted for this purpose more frequently.**

vi. **Private clinics and OPDs are not permitted.**

Activities permitted in the entire UT of Jammu & Kashmir, with PERMISSIONS needed only in such areas where indicated against an activity

8) Normal functioning of private hospitals, clinics and nursing homes (including OPD services).

9) All E-commerce and Courier services.

10) All agriculture, horticulture, animal husbandry and related activities.

11) Canteens/Eateries at Bus stands, Railway stations and Airports, with **passes in Red districts**.

12) **All restaurants, including in hotels**, can operate for **home delivery, take away and dining-in with up to 50 % capacity**, subject to the SOP of Ministry of Health & Family Welfare, Govt of India, dated 4th June, 2020.

13) **Hotels and hospitality services, can operate at 100 % capacity,** subject to the SOP of Ministry of Health & Family Welfare, Govt of India, dated 4th June, 2020, with particular focus on:
   a) Full protection gear and equipment should be provided to Hotel staff.
   b) Details of guests with entire travel history to be maintained.
   c) Only Room service of food should be done instead of in dine-in restaurants.
   d) Frequent sanitization of common areas and spaces to be done.
   e) Necessary health precautions for guests and staff.

14) **All Shopping Malls,** can open subject to the SOP of Ministry of Health & Family Welfare, Govt of India, dated 4th June, 2020, **except in Red districts where they will operate with 50% of shops open on alternate days to be regulated by the Deputy Commissioners concerned**. There will be particular focus on:
   a. Shops in Malls can open from **9 am till 7 pm.**
   b. Special markings for social distancing, wherever needed.
   c. Air conditioning of Malls to follow guidelines of CPWD (temperature range of 24-30 degree Celsius, relative humidity in the range of 40-70% with adequate cross ventilation and intake of fresh air.
   d. **Food Courts and dining facilities in Malls** can operate for **home delivery, take away and dining in with up to 50 % capacity.**
   e. **Children's gaming zones, gaming arcades and cinemas inside Malls shall remain closed.**

f. All railings and door knobs to be frequently sanitized with sodium hypochlorite solution.
g. District Magistrates will regulate the above to ensure that there is no congestion and social distancing is maintained.

15) Banks and Financial services.

16) Liquor shops and manufacturing units.

17) **Barber shops, saloons and parlors**, subject to the SOP issued vide G.O No. 62- JK- DMRRR of 2020 dated 08-06-2020, to be enforced strictly.

18) Self-employed service providers such as Plumbers, technicians, electricians etc.

19) **Auto-rickshaws** with a maximum of two passengers, only intra-district.

20) Taxi and Cab aggregators are permitted to ply with one driver and two passengers **only within the district.** Maxi-cabs operate with a maximum of 4 passengers

21) **Intra-district movement of individuals** in vehicles is allowed, with a maximum of 2 passengers, besides the driver, in four wheeler vehicles, and with no pillion rider in case of two wheelers, **with passes in Red districts.**

22) **Intra-district public passenger transport** vehicles, running on routes (buses, mini-buses and maxi-cabs) can operate, by any operator, with upto 2/3rd seating capacity for buses and upto 50% seating capacity for mini-buses/maxi-cabs on **routesto be notified** by Transport Department.

23) **Inter-district public passenger transport** vehicles (buses and mini-buses only and **not maxi-cabs**) can operate with upto 2/3rd seating capacity for buses and upto 50% seating capacity for mini-buses **by JKSRTC only** on **routes to be notified** by Transport Department.

24) Marriage related functions, with not more than 50 personsmaintaining social distancing, with **permission required** for the function in **Red Districts**.

25) Funeral / last rites related rituals with not more than 20 persons maintaining social distancing.

Additional activities permitted in Orange Districts (NO PASSES NEEDED)

26) All shops, including in market areas/ bazaars/ market complexes, subject to the following:
    a. In the limits of Municipal Corporations, shops will remain open **from 9 a.m. till 7 p.m.**
    b. There will be **no parking on roads** of bazaars/ market complexes/ market areas to prevent congestion and ensure social distancing, except where there is paid parking of the Municipal Corporation concerned and there are two free lanes for traffic flow.
    c. District Magistrates will regulate markets to ensure there is no congestion and social distancing is maintained.

27) **All private offices, with full (100%) strength** of staff, self-regulated by office in-charge to follow the SOP of Ministry of Health & Family Welfare, Govt of India, dated 4th June, 2020.

28) Sports activities in Stadia and sports complexes, **without the presence of spectators in urban areas.**

29) **Inter-district movementof individuals** in private vehicles between a pair of Green/Orange districts, **without crossing a Red district**,with a maximum of 2 passengers, besides the driver, in four wheeler vehicles, and with no pillion rider in case of two wheelers.

Additional activities permitted in Green Districts (NO PASSES NEEDED)

30) All activities permitted in Orange districts.

31) Taxi and Cab aggregators with one driver and two passengers and Maxi-cabs with 4 passengers are permitted to ply **only within the district, or between Green districts only.**

32) **Inter-district public passenger transport** vehicles (buses and mini-buses only) can operate with upto 2/3rd seating capacity for buses and upto 50% seating capacity for mini-buses **by any operator** on **routes to be notified** by Transport Department **between contiguous Green districts.**

Restrictions in Red Districts

33) **All shops, including in market areas/ bazaars/ market complexes,** subject to the following:
   a. In the limits of Municipal Corporations, shops will remain open from **9 a.m. till 7 p.m.**
   b. **Only 50% of the shops in market areas/ bazaars/ market complexes,** will **open on alternate days, to be regulated by the Deputy Commissioners concerned**
   c. There will be **no parking on roads** of bazaars/ market complexes/ market areas to prevent congestion and ensure social distancing, except where there is paid parking of the Municipal Corporation concerned and there are two free lanes for traffic flow.
   d. District Magistrates will regulate markets to ensure there is no congestion and social distancing is maintained.

34) Private offices are permitted to function with full (100%) attendance, with passes needed for staff as prescribed. The office in-charge will try to limit presence of staff to 50% to the extent possible and follow the SOP of Ministry of Health & Family Welfare, Govt of India, dated 4th June, 2020.

35) Sports activities in Stadia and sports complexes, **without the presence of spectators in urban areas.**

36) Only 50 % of taxis, maxi-cabs, and cab-aggregators in a district are to be allowed to ply on a given day, the arrangement/formula for which shall be decided by the concerned DC.

37) There shall be a **complete prohibition** on **inter-districtmovement**of individuals between:
   a. Green/ Orange Districts on one side and Red Districts on the other
   b. Between two Red Districts
   c. Crossing a Red District

   except after following prescribed procedure at **Attachment A.**

38) **Inter-District public passenger transport** vehicles will be run by **JKSRTC only** with upto 2/3rd seating capacity for buses and upto 50% seating capacity for mini-buses on **routes to be notified** by Transport Department.

Measures to be taken on occurrence of POSITIVE CASE(s) in Offices, Hotels, Restaurants, and Shopping Malls

39) Despite taking the above measures, the occurrence of cases among the employees working in Offices, Shopping Malls, Hotels, Hospitality Services and Restaurants etc., cannot be ruled out. The following measures will be taken in such circumstances:

i. When one or few worker/employee(s) who is/are found to be suffering from symptoms suggestive of COVID-19:

a. Place the ill person in home isolation;
b. Immediately inform the Chief Medical Officer and SHO of concerned Police Station;
c. A risk assessment will be undertaken by the concerned district authorities and accordingly, further action shall be taken regarding management of the case, his/her contacts and need for disinfection.
d. Necessary actions for contact tracing, disinfection of work place etc. will start if the report of the patient is received as positive. The report will be expedited for this purpose.

ii. If there are a large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in the workplace / institutional setting. Due to the close environment in such settings, this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. The high risk exposure contacts of a positive case shall be quarantined for 14 days.

40) **Closure of workplace**:

i. If there is just one case reported, the disinfection procedure will be limited to places/areas visited by the patient in the past 48 hours. There is **no need to close the entire office building**/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.

ii. However, if there is a larger outbreak with 2 or more positives, the **entire building will have to be closed** for 48 hours for thorough disinfection. All the staff will work from home, till the building is adequately disinfected and is declared fit for re-occupation.

Industrial and Service activities

41) Industrial activities can resume at all **industrial estates**. These activities can resume with **100% work force** in **Green, Orange and Red** districts in industrial estates.

42) Industrial activities can resume in all rural areas outside municipal limits, with 100% of work force.

43) In Urban areas in Red and Orange Districts, for Industries within Municipal Limits, industrial activities can resume with the permission as laid down in **Attachment B** and with 75 % workforce.

44) All workshops, service centers and home workshops can operate with not more than 5 persons working on site/ inside premises.

45) All Industries will have to comply with the health, safety and other instructions in **Attachment B**.

Activities in Rural Areas

46) There will be no restrictions, except those mentioned in para 3 above and additional restrictions in Red districts.

47) The **ArogyaSetu App** will be promoted/ downloaded among MGNREGA workers to the extent possible.

48) For rural construction activities, all district and field level authorities would ensure;

i. maintenance of social distancing,
ii. use of protective face covers/ masks
iii. Repeated washing of hands with soap and water themselves and by MGNREGA workers.

30) For rural construction activities, masks are to be issued to the MGNREGA workers and departmental staff by the DDC as per Government instructions and beneficiaries to be encouraged to use homemade masks at work site and at home through distribution of prescribed manual on masks.

49) The detailed SoP issued by MoRD, GoI in light of MHA guidelines shall be adhered strictly.

50) **For RED districts**, the District Development Commissioners shall provide duty passes to field functionaries (BDO/VLW/JE/PO/TA/GRS), on need basis, for implementation of MGNREGS (allotment of works, measurement/ billing and attendance).

Construction activities

51) In construction projects in municipal limits, the labour/construction workers shall have to stay at the construction site (inside). The concerned contractor in coordination with the Executive Engineer shall make sufficient arrangement for their stay, providing of masks/sanitation to the labourers and keep the social distance norms in place while carrying on the construction works.

52) In construction projects in rural areas, the labour has to stay in the areas adjoining the construction site. There shall be no huge scale daily movement of labourers/long distances. The contractor in consultation with engineering staff shall make arrangement for their stay, providing of masks/ sanitation to the labourers and keep the social distance norms in place while carrying the construction works.

For Private Projects:

53) Private construction activities shall be allowed in all **Green and Orange** districts, **without** any need for permission. The labour in all projects in Urban Municipal limits have to be **kept in-situ only**. Health precautions and instructions as mentioned at para 40-44 below will be strictly required to be followed. In **Red Districts**, District Magistrates will assess the ground situation and issue permissions as necessary both for construction and any related movement.

54) Construction activities for government projects will be regulated as per the SOP laid down in **Attachment C**.

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ATTACHMENT - A

Instructions on Movement of Individuals to be effective from 8th June, 2020

1. This SOP is issued for standardising the process of movement of individuals, wherever required, to allow activities permitted from 08.06.2020under the revised guidelines/ instructions issued by the State Executive Committee order dated 07.06.2020.

2. The Passes shall be issued only for the activities allowed under the MHA/JK State Executive Committee orders/guidelines/instructions.

3. This SOP shall not be applicable in the areas identified as Containment Zones (Red Zones). In such areas, the SOP already issued vide JK SEC order no.38-JK (DMRRR) of 2020 dated 14-04-2020 shall remain valid.

4. **Intra-District Movement:** No movement passes shall be required for **intra-district movement of individuals in Orange and Green** Districts. This movement, however, will only be permitted in private vehicles subject to a maximum of two passengers, besides the driver, in four wheeler vehicles and with no pillion rider in case of two wheelers.

5. Movement passes will be required for **intra-district movement of individuals in Red Districts** from the Deputy Commissioners, who shall examine the need and issue passes for such movement, as per laid down procedure.

6. **Inter-District Movement**: There shall be a **complete prohibition** on **inter-district movement** of individuals between:

    a. Green/ Orange Districts on one side and Red Districts on the other
    b. Between two Red Districts
    c. Crossing a Red District

    except after obtaining Passes from the Deputy Commissioner concerned. It shall be issued only for rare exigencies like medical reasons or death of an immediate relation in family or for activities permitted through instructions/SOPs notified by JK SEC or

approved operations of JKSRTC. **Individuals can however move without Passes between Green and Orange districts.**

7. **Inter-Province Movement**: There shall be no **inter-province movement** of individuals except after obtaining Permissions from the Divisional Commissioner concerned or approved operations as per SOPs issued. It shall be issued only for rare exigencies like medical reasons or death of an immediate relation in family or for activities permitted through instructions/ SOPs notified by JK SEC or approved operations of JKSRTC.

8. **Inter-State Movement**: There shall be a **complete prohibition** on **inter-State/UT movement** of individuals except after obtaining Permissions from the Divisional Commissioner concerned or approved operations as per SOPs issued. It shall be issued only for rare exigencies like medical reasons or death of immediate relation in family or for activities permitted through instructions/SOPs notified by JK SEC. It shall be issued only after consulting the officer in charge of Lakhanpur road entry point.

9. If a critical patient is being moved in an Ambulance without a pass, due to extreme emergency, such vehicle should not be stopped merely on the ground that it is without a valid Pass. The Officer in charge of the checking point/*naka* is expected to exercise his wisdom to allow such movement even if it is interstate/province/district.

10. All other Passes shall be issued by the Deputy Commissioner concerned after following the procedure given in **Part-A** of this SOP.

11. All the passes already issued by the Deputy Commissioners for daily movement shall remain valid till the extended lockdown period as well. However, the DCs may issue general or specific orders extending or revoking the validity of any category/type of passes, as deemed appropriate.

Instructions for movement of goods carrier

12. Passes are not required for movement of goods carriers (registered as such)within the UT of J&K, with one driver and one cleaner, and which is in possession of valid driving licence and valid bills/Challan or certificate of dispatcher/supplier with his phone number. The long

distance trucks may be permitted with two drivers and one cleaner. Needless to say, both drivers should possess valid driving licences.

13. The incoming patients to J&K via Lakhanpur will be facilitated as per the existing protocol.

14. The passengers, drivers and cleaners entering Jammu province from Lakhanpuror Kashmir province viaJawahar Tunnel/Mughal Road shall undergo medical screening and pass through disinfectant tunnel installed at those places. They will also any COVID-19 tests as prescribed.

Part-A

Category of Passes/ Permission	Issuing Authority	Instructions
1. Private offices for staff in Red Districts.	**Deputy Commissioner**	• Passes shall be issued for whole period of lockdown with conditions prescribed for social distancing at work places and as per various SOP in this regard, **except one-time movement passes such as Inter-province and Inter-district movements or movements regulated in Red Districts.** • Passes should **specifically mention the route** to be taken for one time movement. • The Passes shall not be issued for Red Zone/ Hotspots/Containment zones and shall be deem to be cancelled forthwith on declaration of any area as Red zone/containment zone/hotspot subsequently. • Social distancing norms may be maintained for passes for passenger vehicles.
2. Duty passes for MGNREGA/ rural in Red Districts.	**Deputy Commissioner**	
3. For industrial establishments in Urban areas of Orange and Red Districts	**Deputy Commissioner**	
4. For permitted activities in Urban limits of Red Districts	**Deputy Commissioner**	
5. Intra district movement permissions in Red Districts	**Deputy Commissioner**	
6. Inter-Province movement permissions as per this SOP	**Divisional Commissioner**	
7. Inter-State Movement permissions as per this SOP	**Divisional Commissioner**	
8. Permissions required for any other activity as per the guidelines/ instruction and not specifically mentioned above.	**Deputy Commissioner**	

ATTACHMENT - B

Standard Operating Procedure for Industrial Activities

1) Following instructions shall have to be complied with by both government and Private contractors and workers –

1. **Efforts will be made at minimizing the commuting**.

   a. As far as possible, all workers are to be accommodated within the premises and/ or in adjacent buildings. **Boarding, lodging arrangement in and around premises** of the units shall be made.

   b. Wherever it is not possible to accommodate the staff/ workers in the unit premises, **separate dedicated transport arrangement** shall be made for ferrying workers without any dependence on the public transport system. They should be allowed to ply with only 50% (for small vehicles) and 67% (for large vehicles)passenger capacity.

   c. Small unit holders may organize pooled **buses through associations** for ferrying work force.

2. **Sanitization of high quality** of premises shall be ensured.

   a. **All areas in the premises** including entrance gates, cafeteria and canteens, meeting rooms, halls, corridors, common areas, equipment, lifts, washrooms, toilets, sinks, water points, walls and other surfaces **shall be disinfected completely**.

   b. All **vehicles and machinery entering the premise** should be disinfected by spray mandatorily.

   c. All units shall sanitize their work places **between shifts**. **Frequent cleaning** of common surfaces and mandatory hand washing shall be ensured.

3. **Health and Hygiene of high standard** shall be ensured by Unit holders/ management.

   a. **Face masks** shall be provided to all workers. Hygienic environment shall be maintained. **Temperature screening** shall be mandatory for everyone entering and

exiting the workplace. Units shall ensure **single entry point** for workers.

b. **Chewing Gutka, Tobacco** etc., and spitting is strictly prohibited.

4. **Social Distancing** shall be ensured.

   a. **Large gathering** or meetings of 10 or more people to be discouraged.

   b. **Seating at least 6 feet away** from others on job sites would be mandatory.

   c. **No more than 2/4 persons** (depending on size) will be allowed to travel in lifts or hoists. Use of staircase should be encouraged.

   d. Shifts may be so operated that it does not leads to crowding during beginning/ end of the shifts. Work places shall have a **gap of one hour between shifts** and will stagger the lunch breaks of staff to ensure social distancing.

   e. There will be **total ban on non-essential visitors** at sites.

5. **Use of Arogyasetu** will be encouraged for all employees both private and public.

6. **Medical insurance** for the workers will be mandatory.

7. **Intensive Communication and training** on good hygiene practices shall be taken up. **Hospitals/ Clinics in the nearby areas**, which are authorized to treat COVID19 patients **should be identified** and list should be **available at work place** for all the times.

8. **Workers not to be allowed from red/containment zones,** colonies/basties where COVID19 cases are suspected.

These conditions shall be strictly implemented by the unit holders in the units allowed to operate. **Weekly inspections** will be carried out by the **teams of functional managers and industry promotion managers** to be constituted by General Manager DICs. **Director of Industry and Commerce (Kashmir/ Jammu) shall supervise** and ensure complete compliance.

Procedure to be followed for operationalization of the Units allowed

1. Units falling in the category of essential supplies production/ services as permitted category **shall apply to General Manager DICs** with details of the workers and production line to be started. They shall also indicate requirement of vehicle and manpower movement passes required for raw material/ finished products as well as work force.

2. After verification of details, GM DICs shall forward the request to the Director of Industries and Commerce. **The Directors** shall examine the request in light of the instructions of the government issued in this regard and **shall issue orders for permission to operate** the units stating the details of the unit, line of activity allowed and also the minimum manpower allowed for the unit. Besides also the **requirement of vehicle and manpower passes** shall also be stated.

3. Unit holders shall **not approach the DC office directly**. They shall approach GM DICs of respective districts to get passes for vehicles and individuals who have to essentially commute for running the units. **GM DICs will take up the request with DC office** for ensuring that essential requirement is met for **ensuring smooth movement of vehicles** for ferrying manpower, bringing raw material and transporting finished goods. GM DICs shall liaison with DC office to seek the required movement passes and facilitate the units accordingly.

4. GM DICs shall ensure that all above instructions and mandatory requirements are followed by the unit holders in letter and spirit. **Weekly inspections** shall be carried out to ensure the same.

5. Wherever inter-district movement is essentially required the **passes** shall be issued by district administration specifically **allowing validity for inter-district** movement.

6. Any unit **if found violating** the requirements/ compliances as stated shall be **liable for strict action** and permission to operate the unit shall be withdrawn.

ATTACHMENT - C

Standard Operating Procedure for Government Construction Activities

For Government projects (Para 1-4 applicable only for RED districts)-

1) The concerned Executive Engineer shall identify the works to be resumed during the lockdown period. A list of such projects/works shall be shared with the concerned district magistrates.

2) The concerned Executive Engineers will prepare the list of the required machinery and equipments to be deployed at the identified construction sites/works and same shall be submitted to the concerned District Magistrates permission for its movement/operation.

3) If required, the concerned Executive Engineers shall also workout the requirement of the raw material and its transportation from the source to the site of the construction with details of the vehicles and drivers to be deployed with the concerned DMs for permission of transportation of such material.

4) The concerned Executive Engineers shall also provide the list of the minimum Engineering/supervisory staff required with full particulars and same shall be submitted to the concerned DMs for issuance of passes in their favour.

(Para 5-11applicable to All districts)-

5) The concerned Executive Engineer in consultation with the concerned contractors shall workout the reasonable requirement of the labour to carry out the construction activities of identified works/projects. The list of the labour required to be mobilized with full detail from end to end shall be submitted to the concerned District Magistrates for issue of one time passes for intra/inter district mobilization

6) All district and field level authorities would ensure

   i. maintenance of social distancing,
   ii. use of protective face covers/ masks
   iii. Repeated washing of hands with soap and water themselves and by workers.

7) Utmost care shall be taken by the concerned Engineers/ contractors for meeting the social distancing norms by the construction worker/labourers at the construction sites.

8) All the construction departments/agencies shall adopt the Standard Operating Procedure for social distancing as well as sanitization adhering to the instruction issued by the Ministry of Home Affairs, Govt of India and by the UT Government /District Magistrates from time to time.

9) The Chief Engineers/officers nominated by the other departments, shall monitor the resumption of the construction activities from the notified date as per the guidelines.

10) In construction projects in municipal limits, the labour/construction workers shall have to stay at the construction site (inside). The concerned contractor in coordination with the Executive Engineer shall make sufficient arrangement for their stay, providing of masks/sanitation to the labourers and keep the social distance norms in place while carrying on the construction works.

11) In construction projects in rural areas, the labour has to stay in the areas adjoining the construction site. There shall be no huge scale daily movement of labourers/long distances. The contractor in consultation with engineering staff shall make arrangement for their stay, providing of masks/ sanitation to the labourers and keep the social distance norms in place while carrying the construction works.