

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT**  
**OFFICE OF THE DISTRICT COLLECTOR-CUM-DISTRICT MAGISTRATE**  
**PUDUCHERRY**

No. 1703/DRDM/DM/D2/2020/24

Dated: 19.04.2020

**ORDER**

**Sub:** DRDM - COVID-19 -Lock Down Measures- guidelines on functioning of Industries - Reg.

- Ref:**
- i. The Epidemic Diseases Act, 1897
  - ii. The Disaster Management Act, 2005
  - iii. G.O.Ms.No. 03/2020 dated 23.03.2020 of the Department of Revenue & Disaster Management, Puducherry.
  - iv. Order No. 40-3/2020-DM-I(A) dated 24.03.2020 of Ministry of Home Affairs, Government of India.
  - v. Order No.1703/DRDM/DM/D2/2020 Dated: 25<sup>th</sup> March 2020
  - vi. Order Order No. 40-3/2020-DM-I(A) dated 15.04.2020 of Ministry of Home Affairs, Government of India.

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Whereas the Novel Corona Virus (COVID-19) situation which has been declared as a Disaster under the provision of Disaster Management Act, 2005, has prompted this District Administration to take several preventive measures involving all line department officials.

Whereas various orders and instructions have been issued by the District Administration to restrict the movement of people and ensure essential services/ activities.

Now, therefore, in pursuance of the order No. 40-3/2020-DM-I(A) dated 15.04.2020 of Ministry of Home Affairs, Government of India, the following guidelines are issued with regard to the functioning of industries.

**1. Select permitted activities allowed with effect from 20<sup>th</sup> April, 2020 :**

- i. These limited exemptions will be operationalized only on strict compliance to the existing guidelines. The respective Managements shall ensure that all preparatory arrangements with regard to the Standard Operating Procedures (SOPs) for social distancing in offices, workplaces, factories and establishments, as also other sectoral requirements are in place.
- ii. The consolidated revised guidelines incorporating these select permitted activities are as below.

**2. Industries/ Industrial Establishments (both Government and private), as listed below, will be allowed to operate:**

- i. Industries operating in rural areas, i.e., outside the limits of municipal corporations and municipalities.
- ii. Manufacturing and other industrial establishments with access control in Special Economic Zones (SEZs) and Export Oriented Units (EoUs), industrial estates, and industrial townships. These establishments shall make arrangements for stay of workers within their premises as far as possible and/ or adjacent buildings and for implementation of the Standard operating protocol (SOP) as referred to in para 20 (i) below. The transportation of workers to work place shall be arranged by the employers in dedicated transport by ensuring social distancing.

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- iii. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates.
- iv. Food processing industries in rural areas, i.e., outside the limits of municipal corporations and municipalities.
- v. Production units, which require continuous process, and their supply chain.
- vi. Manufacturing of IT hardware.
- vii. Coal production, mines and mineral production, their transportation, supply of explosives and activities incidental to mining operations.
- viii. Manufacturing units of packaging material.
- ix. Jute industries with staggered shifts and social distancing.
- x. Oil and gas exploration/ refinery.
- xi. Brick kilns in rural areas i.e., outside the limits of municipal corporations and municipalities.

Whereas all industrial and commercial establishments, work places, offices etc. shall put in place arrangements for implementation of SOP as in **Annexure I** before starting their functioning. These will come into force **with effect from 20<sup>th</sup> April, 2020.**

3. **Movement, loading/ unloading of goods/ cargo (inter and intra State) is allowed, as under:**
  - i. All goods traffic will be allowed to ply.
  - ii. Operations of Seaports and Inland Container Depots (ICDs) for cargo transport, including authorized custom clearing and forwarding agents.
  - iii. Operations of Land Ports for cross land border transportation of essential goods, including petroleum products and LPG, food products, medical supplies.
  - iv. Movement of all trucks and other goods/ carrier vehicles with two drivers and one helper subject to the driver carrying a valid driving license; an empty truck/ vehicle will be allowed to ply after the delivery of goods, or for pick up of goods.

All industrial and commercial activities other than those specifically permitted above are prohibited till 03/05/2020.

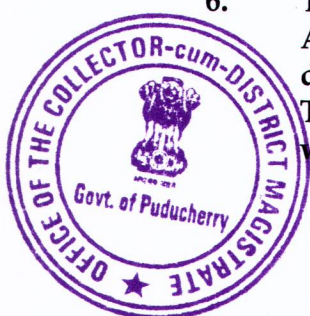
**4. Operation of guidelines in Hotspots and containment zones**

- i. In the containment zones, the activities allowed under these guidelines will not be permitted.
- ii. Also workers from such areas shall not be allowed to work in industrial establishments.
- iii. **As Puducherry is interspaced between the red zones identified by the MOH&FW, GOI, there should not be any movement of man power across the UT borders.**

**5. Strict enforcement of the lockdown guidelines**

- i. These guidelines issued under the Disaster Management Act, 2005 shall be strictly enforced.
- ii. Any stricter measures than these guidelines as per requirement of the local areas shall be enforced as per the direction of the District Magistrate.

6. **The industrial units shall apply in the prescribed format to the District Administration along with the list of employees with the plan for social distancing and other safety mechanism installed in their industrial premises. The application format is available in the website : [www.https://collectorate.py.gov.in/](http://www.https://collectorate.py.gov.in/)**





7. The application so submitted will be scrutinized by officials of Directorate of Industries & Commerce and the Labour Department for compliance of the MHA guidelines at the Permission Cell at O/o the District Magistrate for approval.
8. The applications, thereafter, will be processed by the Office of the District Magistrate and necessary permission will be issued.
9. No Industry shall operate without prior approval of the District Administration.
10. Any industry, who have obtained permission earlier from the District Magistrate prior to the date of this order, shall also submit their plan of safety mechanism to the Permission Cell, O/o the District Magistrate in compliance with the MHA guidelines.
11. Any person violating these lockdown measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable.



  
(Dr. ARUN. T., IAS)  
DISTRICT MAGISTRATE

To

1. The Director of Industries & Commerce, Puducherry.
2. The Labour Commissioner, Puducherry
3. The Permission Cell, O/o the District Magistrate, Puducherry.

Copy to

1. All Secretary to Govt., Puducherry.
2. The District Collector, Karaikal.
3. All Head of Department, Puducherry.
4. The Senior Superintendent of Police, Puducherry
5. Sub Divisional Magistrate, North / South
6. The P.S. to Chief Secretary, Puducherry.
7. Regional Administrators, Mahe, Yanam

Copy To

1. The Secretary to Hon'ble Chief Minister, Puducherry.
2. The P.S. to Hon'ble Lt., Governor, Puducherry
3. The P.S. to All Ministers, Puducherry.

## ANNEXURE I

### **Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments:**

The following measures shall be implemented by all offices, factories and other establishments :

1. All areas in the premises including the following shall be disinfected completely using 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, bunkers, porta cabins, building etc.
  - d. Equipment and lifts.
  - e. Washroom, toilet, sink; water points etc.
  - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
14. The movement / travel of manpower from across the U.T. Borders are not permitted.



  
(Dr. T. ARUN, I.A.S)  
DISTRICT MAGISTRATE