

**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: 29.04.2020

**Standard Operating Procedure**

**Sub:** DRDM - COVID-19 -Lock Down Measures- guidelines on opening of neighborhood and standalone shops - 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 24.04.2020 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 24.04.2020 of Ministry of Home Affairs, Government of India, the following SOP is issued to allow opening of the shops as follows;

1. i) All Shops registered under the Shops and Establishment Act of the respective State/UT, including shops in residential complexes and market complexes, except shops in multi-brand and single brand malls, outside the limits of municipalities with 50% strength of workers with wearing of masks and social distancing being mandatory.

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ii) All shops including neighborhood shops and standalone shops, shops in residential complexes within the limits of municipalities covered under the Shops and Establishment Act of Puducherry, except shops in market complexes and multi-brand and single brand malls, with 50% strength of workers with wearing of masks and social distancing being mandatory.

Further, this order implies that;

- a) In rural areas, all shops, except those in shopping malls are allowed to open.
- b) In urban areas, all standalone shops, neighborhood shops & shops in residential complexes are allowed to open. Shops in markets/market complexes and shopping malls are not allowed to open.
- c) It is further clarified that sale liquor and other items continues to be prohibited as specified in the National Directives for COVID-19 management.

2. To enforce the above guidelines, the Municipalities are instructed to constitute a Permission Cell comprising of the Area Tahsildar, SHO, Labour Officer and putting in place a system for applying by the individual shops for smooth implementation in a graded manner without any inconvenience to the shop keepers and other stakeholders.

3. Further, the following measures shall be implemented by all shops and other establishments after obtaining the permissions :

1. The shop premises shall be disinfected completely using user friendly disinfectant mediums and this has to be done at frequent intervals.

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2. The shops shall have valid Trade Licences.
3. It shall be ensured that all the customers approaching the shops shall cover their faces with appropriate masks.
4. The Social distancing norms shall be compulsorily adhered-to. Each person visiting the shop shall keep a distance of 3 feet or atleast 1 metre distance from each other.
5. The Entrance of the shops shall be marked with circles with adequate distance to enable the public to stand within this circle. Crowd formation is strictly prohibited.
6. All vehicles parked by the shop-owners should be disinfected by spray
7. 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.
8. Staff deployed shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. The customers shall keep immediately leave the place after purchase and there shall not be any unnecessary discussions relating to product display or demos etc.,
10. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
11. There shall not be any loitering around the shop premises by anyone.
12. Any violation of the above SOP will lead to legal action under the Epidemic Diseases Act and Disaster Management Act 2005.
13. Employees from containment zone shall not be allowed. Any violations will be seriously viewed and the permission granted will be cancelled.
14. The shops and establishments, near the borders of neighbouring districts are not permitted to function.
15. In this regard those traders who wish to open their shops and establishments may submit their application to the Municipal Commissioner/Commune Panchayat Commissioner office.
16. The applications so received will be scrutinized by a team comprising the respective Incident Commander and Municipal Commissioner in case of Municipalities.
17. In case of Commune Panchayats the application will be scrutinized by a team comprising Commune Panchayat Commissioner and Tahsildar, SHO of the concerned area the permission will be issued by the Commissioner of the concerned Commune Panchayats.
18. On submission of the application to the Municipality/Commune permission will be granted on the next day.
19. Food supplying units and hotels shall provide for takeaways only following social distance norms.



20. The places where gathering of people will happen like restaurants, fast foods, malls, tea shops, eating outlets, saloons, gym, swimming pools, spas etc., are not permitted to function.

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

To

1. The Director, Local Administration Department, Puducherry.
2. The Labour Commissioner, Puducherry
3. The Commissioners, Puducherry/Oulgaret Municipalities/Commune Panchayats.

**Copy to**

1. All Secretaries 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



**APPLICATION SEEKING PERMISSION TO OPERATE THE  
SHOP / ESTABLISHMENT**

1. Name of the shop :
2. Name of the Owner :
3. Address of the Shop / Establishment :
  
4. Contact Details :
5. Activity / Product details / Service :
6. Trade License no. (enclose copy) :
7. Employee details :
8. Working Hours : From 10.00 am to 1.00 pm
9. Mode of Transport for Employees :
9. Any Containment area near your shop :

**SAFETY NORMS TO BE ADHERED BY THE SHOP / ESTABLISHMENT**

- The business premises shall be sanitised every two hours.
- Shall adhere to minimal social distancing among the employees/customers.
- Sanitizers shall be placed for use by customers at the entry/ exit of the shop/ establishment at free of cost.
- Compulsory to wear mask by all
- Washing of hands every two hour to all the employees who are engaged including supervisory staff
- Employees should travel to the premises following the social distancing norms.
- Employees from containment zone shall not be allowed. Any violations will be seriously viewed and the permission granted will be cancelled.
- The permission hereby granted is liable to be cancelled / recalled in case of new orders or change of circumstances or if your shop falls under containment zone.

Date:

Signature of the applicant

**FOR OFFICIAL USE**

Date:

Permission is hereby granted to function as per the above guidelines.

Commissioner

