ORDER


Ref: i. The Epidemic Diseases Act, 1897
   ii. The Disaster Management Act, 2005
   iii. Order No. MC No. 1/2020, Dt. 22.03.2020, of the O/o the District Magistrate, Karaikal.

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 20th 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.
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 20th 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 been allowed to work in industrial establishments.
iii. As Karaikal District is interspaced between the red zones identified by the MOH&FW, GOI, there should not be any movement of man power across the UT / District 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/

...3/-
7. The application so submitted will be scrutinized by officials of Department of Industries & Commerce and the Labour Department for compliance of the MHA guidelines at the Permission Cell at O/o the District Magistrate, Karaikal 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, Karaikal 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.

(ARJUN SHARMA, I.A.S.)
COLLECTOR-CUM-DISTRICT MAGISTRATE

To
1. The Assistant Director of Industries & Commerce, Karaikal.
2. The Labour Officer, Karaikal.
3. The Inspector of Factories, Karaikal.
4. The Permission Cell, O/o the District Magistrate, Karaikal.

Copy to
1. The Senior Superintendent of Police, Karaikal.
2. The Sub Divisional Magistrate, Karaikal
3. The Deputy Collector (DM), Karaikal.
4. The Director of Industries & Commerce, Puducherry.
5. The Labour Commissioner, Puducherry
6. All Heads of Offices, Karaikal.
7. The Enforcement Team Heads, Karaikal
8. The Assistant Director, Information & Publicity, Karaikal – for wider publicity
9. The District Informatics Officer, Karaikal – for hosting in the District Website

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.
4. The PS to Chief Secretary to Govt, 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.

(ARJUN SHARMA, I.A.S.)
COLLECTOR-CUM-DISTRICT MAGISTRATE
APPLICATION FOR SEEKING PERMISSION TO OPERATE THE INDUSTRY DURING LOCKDOWN FROM 20-04-2020

1. Name of the unit : 

2. Name of the Owner/Manager : 

3. Address of the Factory : 

4. Contact details
   a) Mobile Number : 
   b) Whatsapp Mobile Number : 
   c) Landline Number : 
   d) Email Id : 

5. Location details
   a) Municipality/Commune : 
   b) Within Industrial Estate or outside area (Specify details)

6. Activity/Product details
   a) Name of the Activity/Product : 
      □ Pharmaceutical
      □ Food Related
      □ Mfg. of other covid-19 essential items
      □ Packaging materials
      □ Export oriented
      □ Production units with continuous process/their Supply chain
      □ IT Hardware
      □ Jute industries
      □ Oil & Gas exploration/Refineries
      □ Brick kilns
      □ Others : 
   b) Category : 

7. Employee Details
   a) Before Lockdown
      i. Local : 
      ii. Neighbouring District : 
      iii. Migrant : 
   b) Proposed During Lockdown
      i. Local : 
      ii. Migrant : 

8. Shifts Operated (with time)
   a) Before Lockdown : 
   b) During Lockdown : 

9. Is there any facility available for employees to stay (Specify details) : 

...2/-
10. Mode of transport for employees:

11. Any containment area near your industry as on:

12. No. of Medical insurance taken for employees:

SAFETY NORMS TO BE ADHERED BY THE INDUSTRIAL ESTABLISHMENTS

1. Ensuring safety of employees by insisting social distancing, personal hygiene, Hand hygiene, wearing of masks, gloves and protection equipments.
2. Regulating their movement to canteen, pantry room, meeting room.
3. Disinfecting common areas like toilets, bins, stair railings etc.
4. Disinfection of vehicles, equipments, canteens, plant areas, shop floor, work station, entire premise.
5. Employees with symptoms of COVID-19 shall not be permitted to work and advised to report to the nearest Primary Health Center.
6. Amending procedures appropriately in dealing with suppliers, vendors, visitors, truck drivers, transportation companies, couriers, parcel activities.
7. There shall not be any interstate manpower movement.
8. In case of industries with manpower more than 30 nos, the movement of the workers/employees shall be through buses/van for which separate permission shall be obtained from the District Administration.
9. The safety norms devised by the district administration shall be followed scrupulously.
10. The management/owner/occupier shall be solely responsible for implementation of instructions.
11. Any movement of the employees by crossing neighbouring states has to happen through vans/buses.
12. The manpower utilized shall be bare minimum and shall not exceed beyond 50% except in case of pharmaceutical and food industries.
13. The to and fro movement of employees during the working hours is not allowed.
14. Handwash shall be ensured every two hours during the working hours.

I hereby give undertaking that necessary arrangements have been made as prescribed in the Order No. 40-3/2020-DM-I(A) dated 15.04.2020 of Ministry of Home Affairs, Government of India for function of the Industrial Unit and we shall strictly enforce and follow all the related provisions of the above said guidelines and for any violation of the guidelines, the I undertake personally that I am responsible for the same.

Date: __________________________

Signature
Owner/Manager /
 Authorized Signatory