

Government of Rajasthan
OFFICE OF DISTRICT COLLECTOR AND DISTRICT MAGISTRATE, BHILWARA

Sr. no : Jud./2020/ 22686

Dated: -26 April, 2020

ORDER

In view of the possibility of spreading the infection by identifying the person infected with Navel Corona virus (COVID-19) in Bhilwara district, to protect the health of citizens and in order to maintain the peace, several guidelines have been issued from this office to higher offices. Also, the whole district is in under Section 144 of the Indian Penal Code 1973. The priority of District Administration is to save the life of workers and break to chain of Covid-19.

Therefore, in the said prohibition, **I RAJENDRA BHATT (IAS) as a District Collector and District Magistrate** on the following terms and conditions, providing partial exemption on the condition of obeying/following the Orders/Instructions/Circulars issued in relation to the novel corona virus (COVID-19) **M/s KANCHAN INDIA LIMITED 18, Mile Stone, Opp. Bhilwara Midway, Ajmer Road, Village Nanakpur Dist. Bhilwara.**

Mandatory Terms and Conditions:-

A. Transportation of Employees from to Plant/Site.

1. All company provided transport facility will be disinfected before every trip with appropriate disinfectants (1% Hypochlorite Solution) at main gate/ colony itself.
2. All Bus / Cab Drivers shall undergo through the thermal Screening in every trip at main gate entrance by security personnel.
3. All employees must ensure use of mask and sanitizer including drivers.
4. Only one person shall be allowed to sit in the Bus in each seat (on Two/Three chairs seats)
5. Only one person shall be allowed in passenger seat per ROW in case of CAB. (Front/mid / back seat).

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6. Social distancing to be maintained in parking yard where drivers take rest/wait for the loading/unloading of the goods.
7. Essential materials from outside (e.g. milk/vegetables etc.) will be sanitized before distribution. Vendors list to be provided to Local Administration.

B. On boarding of Employees for Restarting of Operations:

1. No person can enter the mine/unit premises from the Red Zone/Hotspots i.e. the most infected areas/ localities or near about places.
2. **Make sure that before operating the unit,** List out the persons who are required for restarting the operations and this List will be submitted to local SDM/Police/Health offices with permanent and present address including mobile number.
3. Ensure minimum manpower to be utilized . The applicant company/unit is directed to get work done by the workers residing in the company premises. In any case, no workers from outside should be employed in the company/unit other than those residing in the company premises.
4. If the Employees of the Unit are not residing inside the premises of Company/Unit and personnel are called from outside for working then this permission will be deemed to be void .
5. Persons identified in the list shall be screened through nearby Hospital and must be declared fit by doctor, no entertaining of any abnormalities.
6. After screening, the person must have to fill the document at the gate regarding his health condition and self-declaration which is to be duly signed off.
7. Every employee must undergo COVID-19 awareness session including Do`s and Don`ts.
8. Awareness material will be provided by company to all employees such as posters/banners/pamphlets/ audios/videos.
9. Expectant mothers shall not be allowed inside working premises in any case.
10. All employees and workers should be tested in phases for COVID-19.

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11. The Company/Unit will have to submit an affidavit to Dy. Labour Commissioner Bhilwara that all type of workers (Permanent/Daily wage/Contract workers) have been paid their Salaries/wages till date .
12. **In case of any employee contracting Covid-19 Infection** during the course of employment He will be continued to pay his regular wages and expenditure for his/her treatment will be borne by the Company/Unit .
13. Ensure Strict compliance of guidelines issued by Ministry of Home Affairs Government of India vide No 40-3/2020-DM-I (A) dated 15th April 2020 and Additional Chief Secretary, HOME Department, Government of Rajasthan Order No. F.33(2) Home/Gr.9/2019 dated 15th April 2020 .

C. Gate Entry & Exit Process for Employees:

1. Attendances will be only on manual basis.
2. Marking one-meter social distance outside & inside the main turnstile gate/workplace and ensure persons are standing in a queue maintaining the distance.
3. Staggering of entry timings shall be ensured for avoiding large gathering of people at entry and exit gates.
4. All the persons entering the premises must have to pass the Thermal screening procedure by the trained security personal same has to be video graphed.
5. Wearing of Mask / Gloves / Goggles is mandatory and separate soaps and sanitizers will be provided for all the employees entering the premises
6. Deployment of security guard at entry and exit points of the gate to ensure discipline is maintained and employees follow the guidelines issued by competent Authorities regarding Covid-19.
7. Provision made at the entry and exit point of the gate for washing / sanitizing the hands.
8. There will be complete restriction on non-essential inward/outstation travel.

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D. Transportation of Employee inside Mine / Plant/Unit premises :

1. All company provided transport facility should be disinfected before every trip with appropriate disinfectants (1% Hypochlorite Solution) at main gate itself, Admin in-charge shall ensure the same.
2. All persons seated in the Bus/taxi shall use Mask every time and must be seated in a single seat per person.

3. Mine/Interior Specific :

- In the Personal Carrier, every person shall have to sit in alternate manner and diagonally opposite to each other.
- In Light Vehicle, only three persons can travel including the driver. One person in front seat and another two in rear seat.
- In Cage (Shaft), only 8 persons shall be allowed in cage excluding bellman in each deck and all the persons must have to ensure min. 1m distance between them.
- Only Single person is allowed to sit in the cabin of service equipment.

E. Provision for Occupancy & Gathering & Sanitization :

1. At the job allocation point, regular awareness regarding the COVID-19 pandemic shall be given by the shift in-charges.
2. At the allocation point, safe distance is to be maintained of 2m at all time including conversation also.
3. Control room should be setup with round the clock 24x7 having two phone numbers same has be shared with all Employees /Administration.
4. If any vehicle or persons going outside due to unavoidable situation, a record will be maintain in details with reasons and contacted persons including mobile numbers.

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5. Minimum person is allowed at a time in the control room. Control rooms shall also be sanitized in every 4 Hours or 6 times a day.
6. In change rooms, minimum persons shall be allowed and shall maintain the social distance of 1m always.

F. Under Ground Specific

1. During service installation works where 1 or more persons are required to work together, they shall use mask always and maintain social distance of 1m as much as possible. For that regular TBTs shall be given.
2. At PC parking stations belowground, persons shall maintain min. 2.0m distance while waiting for the PC.
3. At the development/production face belowground, operator and offsites must maintain distance and shall use mask every time. Avoid conversation as much as possible and use signal language.
4. Self-rescuers and Cap lamps must be sanitized before issuing and after submission to the cap lamp room by the person appointed there.
5. Before starting any equipment, it is the duty of the operator to sanitize the equipment before starting in each shift by hypochlorite solution provided to him in separate bottle.

G. Canteen & Food Distribution:

1. Food preparation facilities must be neat and clean in hygienic condition.
2. Disinfection must be done daily before start of food preparation than cleaning must be ensured.
3. Basic PPE must be available with Canteen workers (Hand gloves, Head Cap, Mask, apron etc.) and hand gloves, mask and head cap must be disposed on regular interval in closed container.
4. Before handling any food, items canteen person must sanitize his/her hands, enough quantity of sanitizer must be available.

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5. Vehicle transporting vehicle disinfection must be done twice in a day before transporting the food and properly cleaned to prevent Contamination of any chemical (1% sodium Hypo chloride solution)
6. Canteen timing increased so that minimum workers must be allowed and sit in dining hall and maintain minimum 1-meter social distance.
7. No other person can touch food directly in the distribution box at site.
8. Distribution of food at neat and clean designated place only.
9. Food box must be closed always while transporting or handling except distribution place.
10. Health checkup of persons involved in food preparation and distribution will be on daily basis.

H. Guidelines for Work Station:

1. Make sure workplaces are clean and hygienic.
2. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly – minimum twice a day (Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads)
3. Promote regular and thorough hand-washing by employees, contractors and drivers etc.
4. Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
5. All Rest rooms, washrooms, Offices, control rooms, driver rest room, TP/VC room, Conference Hall, OHC, Fire Station, Store & General areas shall be disinfected twice in a day.
6. Ensure Weekly health checkup for all employees and ILI patients are to be removed from work place with immediate effect and same has to be informed to local administration, also tested for Covid-19.
7. Ensure the salary to be given on time to all workers/employees.

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I. Guidelines for Meetings:

1. Face to face meeting shall not be conducted unless it is really required.
2. Use TP/VC/ Concall /Microsoft Team for conducting Meetings.

J. Control Measures Taken at Colony:

1. Survey of all households inside colony for fever/cold/cough/. Full colony covered under screening on weekly basis.
2. Any nearby Hospital must be tied up for online consultation via WhatsApp video call.
3. Restriction for colony resident to go out.
4. Communication with colony residents via WhatsApp group and colony annunciation system.
5. Grocery and vegetables reach colony residents door step by giving order via WhatsApp.
6. Special drive to improve housekeeping and waste disposal.
7. Adequate stock of all medicines and FMCG items at Pharmacy store & fully equipped ambulance will be deployed.
8. Setting up of specially designed isolation ward at company hospital.
9. Complete colony sanitized and fogging will be ensured.

NOTE: -

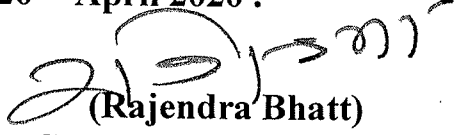
- 1- **It will be Ensured** by Concern SDM/Tehsildar/Police officials, Health officials and Concern departments that the Company/Unit is fully prepared to compliance the above terms & Conditions **before Starting the unit.**
- 2- Violation of any terms and condition will be prosecuted under CRPC-1973, THE RAJASTHAN EPIDEMIC DISEASES ACT, 1957 and NATIONAL DISASTER MANAGEMENTN ACT 2005, All permissions will be deemed null and void with immediate effect.



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- 3- All concerned departmental officers are instructed to ensure the above Terms & Conditions given in the said approval.
- 4- This approval will be Considered effective only if all the employees of Company/Unit reside in it's premises .

This order will be effective from 20th April 2020 .


(Rajendra Bhatt)
**District Collector & District Magistrate,
Bhilwara**

Copy forwarded to:-

For kindly information -

1. Chief Secretary, Govt. of Rajasthan – Jaipur
2. Add. Chief Secretary, Home Department, Rajasthan-Jaipur
3. Add. Chief Secretary, Medical & Health Department, Rajasthan-Jaipur
4. Add. Chief Secretary, Industries Department, Rajasthan-Jaipur
5. Secretary, Mines and Petroleum Department, Rajasthan-Jaipur
6. Commissioner, Industries and(Investment & NRIs), BIP, Rajasthan-Jaipur
7. Director, Mines and Geology Directorate Udaipur.
8. Divisional Commissioner, Ajmer
9. District Collector, Ajmer

Ensure Monitoring & Compliance -

1. Superintendent of Police, Bhilwara & Ajmer
2. All District Level Officers, Bhilwara
3. SME/ME, Bhilwara
4. Gm, DIC, Bhilwara
5. Chief Medical & Health Officer, Bhilwara
6. RO, Pollution Control Board, Bhilwara
7. Regional Manager, RIICO, Bhilwara
8. Dy. Labour Commissioner, Bhilwara
9. All Sub Divisional Magistrate/Tehsildar, Distt. – Bhilwar
- 10.M/s KANCHAN INDIA LIMITED 18, Mile Stone, Opp. Bhilwara Midway, Ajmer Road, Village Nanakpur Dist. Bhilwara.


**District Collector & District Magistrate,
Bhilwara**