



PAKISTAN RAILWAYS
HEADQUARTERS OFFICE
LAHORE.

No.CEO/Misc/Genl/2020

Dated: May, 5th, 2020

All Divisional Superintendents,
Including DS/Workshops
Pakistan Railways.

SUB:- COMMENCEMENT OF PASSENGER TRAIN OPERATION.

Pakistan Railways is considering the restoration of passenger traffic operation tentatively w.e.f. 10th of instant subject to approval of the competent authority. To ensure the efficient, safe train operation; the proposed SOPs (attached) need to be implemented in their true letter and spirit. For this purpose availability of required stock and other relevant resources of operational requirements and passenger amenities need to be ensured safe, complete and available in all respect.

It is further directed that a full-dress rehearsal in this context shall also be undertaken on 07-05-2020 to identify the effectiveness of the operational arrangements and identify the weaknesses if any, so as to enable all concerned to ensure complete rectification of the weaknesses and deficiencies prior to commence all the passenger traffic operation as per schedule.

Kindly ensure all the arrangements complete as detailed above and submit certification in this context by 8th of May 2020 positively.

DA/As above


(Dost Ali Laghari)
CEO/Sr.GM

Copy for information & necessary action to:-

1. Secretary /Chairman MOR Islamabad for kind information please.
2. Inspector General Pakistan Railways Police, Lahore for necessary action.
3. Additional General Managers, Traffic, Mechanical & Infrastructure, Pakistan Railways Lahore.
4. Liaison officer to Federal Minister for Railways MOR Islamabad

MOST IMMEDIATE



**GOVERNMENT OF THE PUNJAB
PRIMARY AND SECONDARY
HEALTHCARE DEPARTMENT**

Lahore the 9th May, 2020

ORDER

NO.SO (G)/P&SHD/4-1/2020 In continuation of this Department's order of even No. dated 24th April, 2020, and in consonance with the advice received from Federal Government, in the National Coordination Committee meeting dated 7th May 2020, the Government of the Punjab is pleased to extend the applicability of this office order of even No. Dated 24th April 2020, **with following additional exemptions, till 31st May 2020**, unless modified otherwise: -

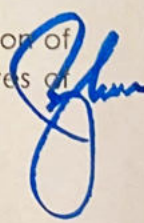
- a. Phase-II of the of Construction sector, i.e. businesses of steel and PVC Pipes, electric appliances, manufacturers of steel & aluminum equipment, ceramic and paints industries, sanitary, paints, steel and aluminum works and hardware stores subject to the adoption of SOPs / guidelines issued for Industrial units and sale points.
- b. All factories not included in negative list, including export industry, will be allowed to resume their operations. However, detailed notification in this regard shall be issued separately by the Industries Department.
- c. All retail shops except large shopping malls subject to adoption of SOPs / guidelines for four days a week operationalization as per para 2.
- d. All hair salons, barber shops and Gymnasiums subject to adoption of SOPs /guidelines.

2. All shops and businesses exempted under this order shall open for **four days in a week from 8.00 AM to 5:00 PM** and remain closed on **Friday, Saturday & Sunday except the following, which will remain open: -**

S. No.	Particulars	Time
a.	Grocery stores, general stores, karyana stores, bakeries, atta chakkis, milk/dairy shops, chicken & meat/fish shops, fruit & vegetable shops and all kinds of mandis including grain, fruit, cattle and vegetable mandies, tandoors, all auto workshops	(9:00AM to 5:00PM, 7 days a week)
b.	Tyre puncture shops, spare parts shops, driver hotels, petrol pumps and oil depots, Takeaway / Home Delivery from restaurants	(24 hours a day, 7 days a week).
c.	Postal / courier services, for pick and drop from/at doorsteps and its relevant inter-city, inter-provincial vehicular movement	(9:00AM to 5:00PM, 7 days a week).
d.	Continuous process industries (to be notified by industries department)	

3. For the purpose of removing any ambiguity it is clarified that the **following shall continue to remain closed: -**

- Large shopping malls.
- Educational Institutions.
- Restaurants, (except takeaway and home delivery).
- Hotels (except takeaway, home delivery, hair salons and gyms).
- Marquees, Marriage Halls, Cinemas and places of large gatherings.
- Public processions / gatherings / congregations of all nature.
- Organized sports events and concerts.
- Public transport except Qingqi and Rickshaw. For the resumption of public transport, meetings will be held with the representatives of



transporters at Provincial and divisional level to prepare proper SOPs for operationalization of transport sector.

4. This order shall come into force with immediate effect.



Secretary
Government of the Punjab
Primary and Secondary
Healthcare Department

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the: -

1. Chief Secretary, Punjab.
2. Additional Chief Secretary (Home), Punjab.
3. Principal Secretary to Chief Minister, Punjab.
4. Principal Secretary to Governor, Punjab.
5. Provincial Police Officer/IGP, Punjab.
6. Registrar, Lahore High Court, Lahore.
7. All Administrative Secretaries in the Punjab.
8. Secretary, Law and Parliamentary Affairs Department.
9. Secretary, Information Department, Punjab with the request to give wider publicity to this order in print and electronic media as news item.
10. All Divisional Commissioners in Punjab.
11. All Regional Police Officers in Punjab.
12. Capital City Police Officer, Lahore.
13. All Deputy Commissioners in Punjab.
14. All City/District Police Officers in Punjab.
15. Superintendent, Government Printing Press, Punjab, Lahore with the request to ensure publication of this order in Official Gazette.

Section Officer (General)



No. PRA-HQ-134/2020 In pursuance of Home Department Order No. SO(IS-II)1-1/2014 dated 06.04.2020 and in compliance with directions of the Government thereof, all offices of Punjab Revenue Authority shall remain closed till 05:00 PM, Tuesday, 14.04.2020 unless modified. The Competent Authority will review the Order in compliance with Government directions issued from time to time. However, all Officers/Officials shall remain available on-call.

4
APR
XX

(BABAR BASHIR/PAS)
Additional Commissioner (HQ)

A copy is forwarded for information to: -

1. All Officers PRA, Lahore
2. All Officials PRA, Lahore
3. PS to Finance Secretary
4. PS to Chairperson, PRA
5. Office file

منجاب:
بجانب:

ڈیٹی انسپکٹر جنرل آف پولیس آپریشنز، لاہور

مہتمم پولیس سول لائنز ڈویژن، لاہور
مہتمم پولیس ماڈل ٹاؤن ڈویژن، لاہور
مہتمم پولیس صدر ڈویژن، لاہور

مہتمم پولیس سٹی ڈویژن، لاہور
مہتمم پولیس کینٹ ڈویژن، لاہور
مہتمم پولیس اقبال ٹاؤن ڈویژن، لاہور

نمبر: **513-2646** مورخہ: **2020-03-28**

عنوان: **ہدایات مابت لاک ڈاؤن دفعہ 144 ضف**

تحریر ہے کہ کورونا وائرس کی روک تھام کے سلسلہ میں حکومت پنجاب نے لاک ڈاؤن کا اعلان کر رکھا ہے اور اس سلسلہ میں دفعہ 144 کا نفاذ کیا ہوا ہے۔

پابندیاں

- 1- تمام مارکیٹس، شاپنگ مال، ریسٹورانٹ اور دفاتر (سرکاری / پرائیویٹ) بند رہیں گے۔
 - 2- پبلک ٹرانسپورٹ کے ذریعے، شہروں، ضلعوں یا صوبوں کے مابین سفر پر پابندی ہے۔
 - 3- سرکاری یا غیر سرکاری مقامات پر ہر قسم کے سماجی، مذہبی یا دیگر اجتماعات کی پابندی ہے۔
- حکومت پنجاب نے دوران لاک ڈاؤن / زیر دفعہ 144 ضف کے نفاذ کے سلسلہ میں مندرجہ ذیل کو مستثنیٰ قرار دیا ہے۔

درج ذیل کو آرڈر زیر دفعہ 144 ضف سے مستثنیٰ حاصل ہے

- 1- تمام سرکاری دفاتر۔
- 2- ہسپتال، کلینکس، لیبارٹریز، فارماسیوٹیکل فیکٹریز اور میڈیکل سٹورز۔
- 3- قانون نافذ کرنے والے ادارے۔
- 4- ایسے افراد جنہیں آرڈر ہذا کے تحت مخصوص فرائض کی انجام دہی کے لئے نامزد کیا گیا ہو۔
- 5- کوئی بیمار شخص جس کے ہمراہ 2 تیمار دار ہوں۔
- 6- کوئی شخص جو اپنے علاقہ میں اشیائے خورد و نوش یا ادویات لینے جا رہا ہو۔
- 7- ضروری اور اہم مذہبی فرائض کی انجام دہی مثلاً نماز جنازہ اور تدفین۔
- 8- پولیسی کمپنیاں مثلاً داسا، میوہیل کارپوریشن، واپڈا، NTDC، DISCOs اور سوئی گیس۔
- 9- ریسٹورانٹ کی ہوم ڈیلیوری اور Take away سروس۔
- 10- کال سنٹرز 50 فیصد سٹاف کیساتھ مگر پبلک ڈیلنگ کی اجازت نہ ہے۔
- 11- بینک ہائے ضروری سٹاف کے ہمراہ۔
- 12- دفاعی پیداوار اور پیکنگ کی انڈسٹریز۔
- 13- غذائی پیداوار اور ترسیل کی انڈسٹریز۔
- 14- محکمہ صحت سے متعلقہ خدمات مثلاً ہسپتال میڈیکل سٹور، لیبارٹریز اور ادویات تیار کرنے والی انڈسٹری۔
- 15- جنرل سٹورز، کریانہ سٹورز، بیکریاں، آٹا چکی، دودھ چکن گوشت پھلی سبزی پھل کی منڈیاں، تندور، آٹو درکشاپ، پٹرول پمپ اور تیل کے ڈپو۔
- 16- ٹیلی کام کمپنیاں، فرنیچر، کپڑے اور کسٹمر سپورٹ سنٹرز مگر یہاں پبلک ڈیلنگ کی اجازت نہ ہے۔
- 17- ڈرائی پورٹ اور کسٹم سروس۔
- 18- پولٹری اور Feed کی فیکٹریاں۔
- 19- بیج، کھادیں اور جراثیم کش ادویات کی دوکانیں۔
- 20- ویلفیئر آرگنائزیشنز مثلاً ایچی، Seylani اور دسترخوان۔
- 21- محکمہ اطلاعات سے منظور شدہ میڈیا پرسن اور اخبار فروش۔

- 22- کسٹرن لاء ہور کی جانب سے قرار شدہ دیگر اسٹنٹی۔
- 23- ذاتی حفاظتی سامان PPE بنانے اور سپلائی کرنے والے
- 24- گندم کی پکنگ کا سامان بنانے اور سپلائی کرنے والے
- 25- LPG کے گودام، فلنگ مراکز اور سپلائی کرنے والے
- 26- ڈاک اور کوریئر کے دفاتر مع ضروری سٹاف (پبلک ڈیلنگ کی اجازت نہیں)
- 27- مائیکرو فنانسنگ کے دفاتر مع ضروری سٹاف (پبلک ڈیلنگ کی اجازت نہیں)
- 28- ٹیڑا پیک و دیگر دودھ اور خوراک بنانے، پیک کرنے اور سپلائی کرنے والے
- 29- ہنڈ سیفائزر، ٹشو پیپر، وائپس اور سپرے وغیرہ بنانے اور سپلائی کرنے والے
- 30- محکمہ آبپاشی کا فیلڈ سٹاف
- 31- غیر ملکی سفیر تو فیصلیٹس کے غیر ملکی لوکل کا سٹاف اور اعزازی تو فیصلیٹس کی نقل و حرکت (شناختی اور آفیشل کارڈ کی تصدیق کے بعد)
- 32- کھاد کی کمپنیوں اور مارکیٹنگ کے اہم انفران اور سٹاف کی نقل و حرکت (شناختی اور آفیشل کارڈ کی تصدیق کے بعد)
- 33- جج کھاد اور جراثیم کش ادویات کی تیاری اور سپلائی
- 34- زرعی مشینوں کی ورکشاپ
- 35- ویلفیئر اور خیراتی تنظیموں میں کم سے کم سٹاف کے ہمراہ خدمت مہیا کر سکتی ہیں
- 36- پوسٹل، کوریئر کی تمام شہروں، ضلعوں اور صوبوں میں کم سٹاف کے ساتھ ترسیل لیکن پبلک ڈیلنگ کی اجازت نہ ہے
- 37- فارما میڈیکل کمپنیوں سے ملکہ تمام انڈسٹریز بشمول پرنٹنگ پریس، کارڈن سازی، بوتل سازی، ربڑ اسٹاپر، بوتل کے ڈھکن، فوکل پیپر، کپسول سازی اور انکی درآمد اور ترسیل

نوٹ:-

- 1- ایک شخص نجی گاڑی میں سفر کر سکتا ہے میڈیکل ایمرجنسی کی صورت میں دو اٹینڈنٹس کے ساتھ ہو سکتے ہیں۔
- 2- ایک خاندان سے دو افراد ضروری ادویات، گروسری وغیرہ خریدنے کے لیے باہر جاسکتے ہیں۔ معذور افراد کی مدد کے لیے دو افراد ہو سکتے ہیں۔
- 3- ضروری کھانے کی اشیاء، ادویات، میڈیکل کا سامان لے جانے والی گاڑیوں، گوداموں، کھیتوں، بلوں یا فیکٹریوں کے سامان کی نقل و حرکت میں دودھ گاریاں یا کھیتوں کے ساتھ ہو سکتے ہیں۔
- 4- ڈیپارٹمنٹل سنور، کریا نہ سنور، گروسری سنور اور تمام سپر سنورز کے مندرجہ سیکشن دورہ، چکن، گوشت، مچھلی، بیکریاں، جراثیم کش ادویات، جج، کھاد اور ٹینک سازی کی دوکانیں، آٹو ورکشاپس اور زرعی مشینری کی ورکشاپس صبح 8 بجے دن سے لے کر رات 8 بجے تک کھلی رہیں گی۔
- 5- اور پیٹرول پمپس، تیل کے ڈپوز، LPGs، فلنگ اسٹیشنز، فارمیسیز، پھلوں اور سبزیوں کی دوکانیں، تندور، آٹا چکی، پوسٹل، کوریئر سروسز، کال سینٹر (50 فیصد سٹاف کے ساتھ بغیر پبلک ڈیلنگ) پرنٹنگ پریس اور فیک اوے یا ہوم ڈیلیوری ریسنورٹس رات 8 بجے کے بعد بھی کھلے رہیں گے۔

برائے ڈپٹی ایڈیشنل آف پولیس
آپریشنز، لاہور

کاپی برائے اطلاع:

کمیٹیٹیٹی پولیس آفیسر، لاہور
ایس ایس پی آپریشنز، لاہور

سنٹرل پولیس آفس، پنجاب، لاہور
(آپریٹر برانچ)



نمبر 8109 لوپی ایس/ایس-11 مورخہ 20/04/20

- بجانب 1- کیپٹل سٹی پولیس آفس، لاہور۔
2- تمام ریجنل پولیس افسران، پنجاب۔
3- تمام سٹی پولیس افسران، پنجاب۔
4- تمام ضلعی پولیس افسران، پنجاب۔

عنوان:- نفاذ حکم دفعہ 144 ضابطہ فوجداری معہ ترامیم

حکومت پنجاب کی طرف سے عوام الناس کی بھلائی اور کرونا جیسی خطرناک وباء سے بچنے کے لیے دفعہ 144 ض ف کا نفاذ کیا گیا جس میں حالات اور عوام الناس کی فلاح و بہبود پریشانی کو مد نظر رکھتے ہوئے وقتاً فوقتاً ترامیم کی گئیں۔ عوام الناس کو پریشانی سے بچانے کے لیے تمام آرڈرز کو یکجا کر کے آپ کو بھیج دیا جا رہا ہے۔

حکومت پنجاب ہوم ڈیپارٹمنٹ کے حکم سے ضابطہ فوجداری کی دفعہ (6) 144 کے تحت پنجاب بھر میں 14-04-2020 بوقت 05:00 بجے دن بروز منگل تک ذیل پابندیاں عائد کی گئیں ہیں۔

a-	تمام بازار شاپنگ مالز، ریسٹورانٹ، دفاتر (سرکاری وغیرہ سرکاری) بند رہیں گے۔
b-	صوبائی حدود، ضلعی حدود اور اندرون شہر لوگوں کی آمد و رفت کے لیے پبلک ٹرانسپورٹ کا استعمال قطعی ممنوع ہے۔
c-	ہمہ قسمی هجوم چاہے وہ سوشل ہو، مذہبی ہو یا دیگر کسی وجہ سے ہو (سرکاری وغیرہ سرکاری) پر مکمل پابندی عائد ہے۔
اس پابندی کا اطلاق ذیل پر نہ ہوگا	
(1)	سرکاری محکمہ جات کے ملازمان جو کہ ڈیوٹی پر ہوں اور متعلقہ ڈی سی، ڈی پی او سے تعلق رکھتے ہوں۔
(2)	وہ اشخاص جو محکمہ صحت سے تعلق رکھتے ہوں مثلاً ہسپتال، کلینک، لیبارٹریاں، فارماسیوٹیکل فیکٹریاں اور میڈیکل سٹورز۔
(3)	قانون نافذ کرنے والے اداروں سے تعلق رکھنے والے اشخاص پر
(4)	انتہائی ضروری سرورسز کے تعلق رکھنے والے اشخاص جو کہ اپنی ڈیوٹی سر انجام دینے جارہے ہو یا ضروری کام پر ہوں جو کہ آگے بیان کیے گئے ہیں۔
(5)	ذیر علاج شخص جس کو تیمارداری کے لیے کم سے کم دو اشخاص بطور تیمار دار ضروری ہوں
(6)	انتہائی ضروری ایسے حقوق جن سے صرف نظر نہ کیا جائے خاص طور پر آخری حق جیسا کہ نماز جنازہ۔ کفن و دفن و دیگر متعلقہ تقریبات
(7)	وہ اشخاص جو اپنی رہائش کے قریبی ایریا میں اشیائے خورد و نوش یا ادویات خرید کرنے جارہے ہوں۔
(8)	پولیس کپنیاں جیسا کہ ڈاسا، میونسپلٹی، NTDC، (تقسیم کار کپنیاں) DISCOS اور سوئی ناردرن گیس پائپ لائن وغیرہ۔

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(9)	مکھڑا آپاشی کے فیلڈ فارمیشن منہری پانی اور ڈیموں کے آپریشن کی ضرورت کے لئے کام کر سکتے ہیں
(10)	سفار نگاروں، غیر ملکیوں / اعزازی تو فصل خانہ اور فصل خانہ کے مقامی سٹاف کی نقل و حرکت کے دوران ان کی تصدیق بذریعہ آفیشل کارڈ / شناختی کارڈ کے اجازت دی جائے گی
(11)	تمام کھاد کمپنیوں کے آفیسران / سٹاف اور ان کے مارکیٹنگ آفیسرز کی نقل و حرکت کے دوران ان کی تصدیق بذریعہ آفیشل کارڈ / شناختی کارڈ اجازت ہوگی
(12)	دوسازی کی صنعت سے منسلک تمام اتحادی صنعتوں سمیت بشمول پینٹ پرچنگ پریس، پینٹ کارڈن اور اس کے بیرونی کورڈ کی پیداوار، بوتلوں کی تیاری، ورق پر پینٹ کی انڈسٹری اور درآمد کرنا، بوتل ڈسٹریکشن کی انڈسٹری، ماسٹر کارڈن انڈسٹری، رہنما پراڈکٹس کی بوتل درآمد کرنے والی، کمپسول شیل بنانے اور درآمد کرنے والی انڈسٹری اور اس کی ٹرانسپورٹ کو اجازت حاصل ہوگی۔
(13)	تمام فوجی فرنیچر کمپنی لمیٹڈ (FFCL) اور ماڑی پٹرولیم کمپنی لمیٹڈ (MPCL) کے تمام آپریشنز پیداوار سمیت نقل و حمل، تقسیم، مارکیٹنگ گودام، لیبل لگانا، پیکنگ اور سٹاف کو نقل و حرکت اجازت دی گئی ہے اور ان کمپنیوں کے کنٹریکٹرز بھی اس اجازت سے استفادہ حاصل کر سکیں گے۔
(14)	کال سنٹر 50 فیصد سٹاف کے ساتھ کہ وہاں پر کسی قسم کی کوئی پبلک ڈیٹنگ نہیں ہوگی۔
(15)	پبلک انتہائی ضروری سٹاف کے ساتھ
(16)	دفاع سے متعلق آلات تیار کرنے اور پیکنگ کی سہولت دینے والی فیکٹریاں
(17)	خوراک کے آئٹم تیار کرنے والی فیکٹریاں اور ان کو تقسیم کرنے والے دفاتر۔
(18)	صحت اور اس سے متعلق سہولیات۔ جیسا کہ ہسپتال، میڈیکل سٹورز، لیبارٹریاں اور تیار کرنے والی فیکٹریاں۔
(19)	اشیائے خورد و نوش، جنرل، کریا سٹورز، بیکریاں، آٹا بھجی، دودھ کی دکان، مرغی اور گوشت / مچھلی کی دکانیں، فروٹ، ہنریاں شاپ، ہمدور، آٹو ورکشاپ، پٹرول پمپ اور آئل ڈپو
(20)	ڈرائی پورٹس آپریشن اور کسٹمر سروسز
(21)	پولٹری اور اس کی خوراک کی فیکٹریاں۔ پولٹری اور اس کی خوراک کی فیکٹریاں، جانوروں کا خام مال، چاولوں کا چھال اور لائیو اسٹاک فیڈ ملز کو کام کرنے کی اجازت ہوگی
(22)	بیج، کھادیں اور سپرے کرنے والی دکانیں (زرعی ادویات) بشمول جانوروں کی خوراک کے ڈیلرز دکانیں کھلی رہیں گی۔
(23)	ٹریکٹر بنانے والے، ان کے ڈیلرز، سپر پارٹس کی دکانیں اور زرعی مشینری ورکشاپس کی اجازت دی گئی ہے
(24)	فلاحی تنظیمیں جیسا کہ ایچ سی و سیلانی ٹرسٹ جو کہ ضروری سروسز مہیا کر رہی ہیں اور مفت کھانا کا انتظام کرتی ہیں۔ رجسٹرڈ خیراتی آرگنائزیشن جو کم سے کم سٹاف کے ساتھ ویلفیئر سروسز مہیا کر سکتی ہوں کو کام کرنے کی اجازت دی گئی ہے۔
(25)	میڈیا سے تعلق رکھنے والے اشخاص جو کہ انفارمیشن ڈیپارٹمنٹ سے منظور شدہ ہوں اور اخبارات دینے والے ہا کرز

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- (26) ذاتی و حفاظتی آلات اسامان کی تیاری اور اس کی فراہمی۔ ذاتی حفظان صحت، صفائی ستھرائی اور جراثیم کش جیسی اشیاء، ہینڈ سینی ٹائزر، صابن، نشوونچہ، جراثیم کش لیکوڈ وغیرہ اور ان کی فراہمی
- (27) گندم کی پیکنگ میٹریل کی تیاری اور اس کی فراہمی
- (28) LPG کی دوکانیں، سٹوریج اور فلنگ پلانٹس اور اس کی فراہمی
- (29) پوسٹل اکوریٹ سرورس کے دفاتر ضروری عملہ کے ساتھ کھلے رہیں گے تاہم دفاتر میں پبلک ڈیلنگ نہ ہوگی اور ڈاک کی ترسیل اور وصولی گھر کی دہلیز پر ہوگی۔
- (30) شہر کے اندر اور بین الاقوامی گاڑی کے ذریعے نقل و حرکت ممکنہ کم سے کم شاف کے ساتھ کی جائے گی۔ اور دفاتر میں پبلک ڈیلنگ نہ ہوگی
- (31) مائیکرو فنانس ادارے صرف ضروری عملہ کے ساتھ کھلے رہیں گے تاہم پبلک ڈیلنگ نہ ہوگی۔
- (32) ٹیٹرا پیک (TETRA PACK) اور تمام قسم کے دودھ، خوراک پراسسنگ اور پیکنگ کی صنعت اور ان کی فراہمی
- (33) محکمہ جنگلات سے متعلق تمام سرگرمیاں اس میں شری سونامی پروگرام
- (34) سوڈا آئس انڈسٹریز (Soda Ash Industries) اور سینٹ بنانے والے پلانٹ کو بشمول ان کی سپلائی کم سے کم شاف کے ساتھ۔
- نوٹ: سینٹ بنانے والے پلانٹس اپنی کالونیوں میں رہنے والے شاف اور لیبر کو استعمال کریں گے۔ مندرجہ بالا انڈسٹریز گورنمنٹ آف پنجاب کی طرف سے COVID-19 کے حوالے سے وقت فوقتاً جاری ہونے والی ہدایات اور آپریشنل انڈسٹریل پلانٹ سے متعلق SOP پر عمل کریں گے۔

دیگر ہدایات

- (a) بوقت 09.00 بجید تا 05.00 بجی شام پساری شورز، کریبانہ شورز، ڈیپارٹمنٹل شورز (صرف پنسار، فروٹ، ہنری سیکشن)، سپر مارکیٹس (صرف پنسار، فروٹ، ہنری سیکشن)، ہرقی، گوشت اور مچھلی کی دکانیں، آپٹکیشن، پیکریاں، زرعی ادویات، بیج اور کھاد کی دکانیں، آن لائن ورکشاپس، زرعی مشینری ورکشاپس کھلی رہیں گی۔ تاہم دودھ کی دکانیں B بجے شام تک کھلی رہیں گی۔
- (b) بوقت 05.00 بجی شام کے بعد پٹرول پمپس، آئل ڈپو، LPG کی دکانیں اور فلنگ پلانٹس، فارمیسیز (Pharmacies)، پھلوں اور سبزیوں کی دکانیں، مندور، آٹا چکیاں، کال سنٹرز (کم سے کم شاف کے ساتھ) کھلے رہیں گے۔
- (c) ریسٹورنٹ سے ہوم ڈیلیوری دینا۔ (ہوٹل ریسٹوران کے اندر کھانا کھانے کی اجازت نہ ہوگی) بلکہ ریسٹوران / ہوٹل سے صرف ہوم ڈیلیوری کی سہولیات کی اجازت ہوگی۔

وہ شرائط جو کہ چھوٹ لینے والے اشخاص پر نافذ ہوں گی۔

- a- صرف ایک شخص پرائیویٹ گاڑی پر سفر کر سکتا ہے۔ میڈیکل ایمرجنسی کی صورت میں دو تیار دار اس کے ساتھ جاسکتے ہیں۔
- b- ایک خاندان سے دو اشخاص انتہائی ضروری ادویات، گودری، وغیرہ لینے کے لیے جاسکتے ہیں۔ معذور شخص ہونے کی صورت میں ڈرائیور کے ساتھ دو افراد لے جاسکتے ہیں۔

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- c- وہ اشخاص جو کہ گاڑیوں پر ضروری خوراک والے آئٹم، ادویات، گودام سے میڈیکل کاسمان لینے کے لیے، فارم، پلیس اور فیکٹریوں سے سامان لانے کے لیے دو افراد کو بطور میسر یا ٹکیزز دوران موومنٹ ساتھ لائے جاسکتے ہیں
- d- تمام افراد جن کو سفر کے دوران چھوٹ دی جائے گی اپنا قومی شناختی کارڈ اپنے ہمراہ رکھیں گے۔
- e- تمام چھوٹ لینے والے افراد محکمہ جات سفر اور کام کے دوران سوشل فاصلہ لازمی رکھیں گے۔
- f- بڑے ڈیپارٹمنٹل سٹورز اپنا صرف خورد و نوش اور فارمی والا حصہ اوپن رکھیں گے باقی کا ڈیپارٹمنٹل سٹور بند رہے گا جبکہ گاؤں کو چھوٹے چھوٹے گروپ کی شکل میں سوشل فاصلہ رکھتے ہوئے آنے کی اجازت دی جائے گی۔ SOP ضلعی انتظامیہ اور پولیس کی مشاورت سے وضع کی جائے گی۔
- g- تمام ڈیپارٹمنٹل سٹورز اس بات کو یقینی بنائیں گے کہ اشیائے خورد و نوش کے دوران استعمال ہونے والی گاڑی اثراتی کو اچھی طرح سے ڈس انفیکٹ (کرونا وائرس سے بچاؤ کا سپرے) کیا جا چکا ہے۔

اے آئی جی آپریشنز
برائے انسپکٹر جنرل آف پولیس،
سنٹرل پولیس آفس، پنجاب، لاہور۔

کاپی برائے اطلاع:-
AD پرنسپل -1



No.PRA/Misc.01/2020/1524
Dated:24th March, 2020

To,

ALL OFFICERS,
Punjab Revenue Authority,
Lahore.

Subject: **WORK FROM HOME**

Dear Officers,

The current situation is unlike anything the world has experienced before and is impacting lives globally in an unprecedented way. Although the government is taking every step to curb this pandemic, it is the individual responsibility which could save millions of lives. The changes in work environment including work from home and use of IT-based solutions to reach out to our valued taxpayers call for quick adaptation to the new situation. At the same time this provides us an opportunity to speed up our efforts in realizing our dream of transforming PRA into a digital organization.

2. Organizationally, we are being proactive in the implementation of Government's instructions to safeguard our workforce and are constantly evaluating and monitoring the situation which is evolving on a day to day basis. In the wake of the present grave scenario, wherein you are not attending the offices physically it has become imperative not to waste this precious time either. As you all know that revenue is the backbone of our economy and it has become all the more important in the present circumstances where the Government needs more revenue in order to save lives in the wake of the coronavirus outbreak. At this critical juncture, if we lag behind in our efforts, the outcome will be a fall in the revenue collection, which will be detrimental for the Nation.

3. In view of this, the Authority has envisaged that all officers should work from home till April 6, 2020 with the following guidelines:

1. In the remaining days of March, they will pursue the payment of taxes against already-prepared PSIDs. IT Wing / PRAL will send the PSID/Office-wise detail in this regard for necessary action.
2. The officers will send their updated email addresses to Manager PRAL by 6.00 pm today, March 24, 2020. For the convenience and facilitation of taxpayers, the officers will correspond with taxpayers through email and also guide them about various payment options including Alternate Delivery Channels.



3. The daily reports regarding contact made / payments secured will be reported to Member (Operations) through email by 8.00 p.m.
 4. PRAL officers must respond quickly to queries raised / help required by the taxpayers.
 5. Information in respect of already issued notices will be received through electronic means and any adjournments requested may be granted.
 6. All other correspondence with the taxpayers will be made after the approval of the supervisory officers.
 7. Audit cum Risk Compliance Officers will carry on with their assigned tasks during this time and will complete the respective exercises by 31st March and send the reports by email to Member (Operations).
 8. All Commissionerates will follow these instructions and the respective Commissioners may add any specific instructions for their officers.
4. Please take care of yourselves and your families but also remember your duty of raising timely revenue for the Nation. The Authority is certain that you will not falter in this extraordinary call of duty. The Authority hopes the best for you and your family. Stay home, stay safe.

(BABAR BASHIR/PAS)
Additional Commissioner (HQ)
042-99205487

Copy to:

1. All Members, PRA
2. All Commissioners, PRA
3. PSO to Chairperson, PRA
4. Office file.



The Punjab Gazette

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LAHORE FRIDAY MARCH 27, 2020

GOVERNMENT OF THE PUNJAB LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION

27 March 2020

No.Legis:13-34/2019: The following Ordinance promulgated by Governor of the Punjab is hereby published for general information:

THE PUNJAB INFECTIOUS DISEASES (PREVENTION AND CONTROL) ORDINANCE 2020

(II OF 2020)

An Ordinance

*to provide for prevention and control of infectious diseases in
the Punjab.*

It is expedient to make provisions for prevention and control of infectious diseases in the Punjab and matters ancillary and connected thereto.

Provincial Assembly of the Punjab is not in session, and Governor of the Punjab is satisfied that circumstances exist which render it necessary to take immediate action.

In exercise of the powers conferred under clause (1) of Article 128 of the Constitution of the Islamic Republic of Pakistan, Governor of the Punjab is pleased to make and promulgate the following Ordinance:

PART I PRELIMINARY

1. Short title, extent and commencement.— (1) This Ordinance may be cited as the Punjab Infectious Diseases (Prevention and Control) Ordinance 2020.

(2) It extends to whole of the Punjab.

(3) It shall come into force at once.

2. Definitions.— In this Ordinance:

- (a) "declaration" means the declaration of a serious and imminent infection threat, made under section 3 of the Ordinance;
- (b) "Director General Health" means the Director General Health Services, Punjab;
- (c) "Government" means Government of the Punjab;
- (d) "minor" means a person with an age of less than eighteen years;
- (e) "notified medical officer" means a medical officer notified for the purpose of the Ordinance by the Secretary;
- (f) "Ordinance" means the Punjab Infectious Diseases (Prevention and Control) Ordinance 2020;
- (g) "potentially infectious person" means a person who:
 - (1) is suspected to be infected or contaminated with an infectious disease;
 - (2) is a risk that such person might spread, infect or contaminate other persons with an infectious disease; or
 - (3) has arrived from or through an area affected by an infectious disease within fourteen days or such other period as may be specified by the Secretary immediately preceding the date of his arrival;
- (h) "Relief Commissioner" means the Relief Commissioner as defined in the Punjab National Calamities (Prevention and Relief) Act, 1958 (XXXIII of 1958);
- (i) "rules" means the rules made under the Ordinance ; and
- (j) "Secretary" means Secretary to the Government, Primary and Secondary Healthcare Department.

3. Serious and imminent infection threat declaration.—

(1) The Secretary may, with the approval of the Chief Minister, by notification in the official Gazette, declare that the incidence or transmission of an infectious diseases poses a serious and imminent threat to public health in the whole or any part of the Punjab.

(2) The Secretary may, with the approval of the Chief Minister, by notification in the official Gazette, revoke a declaration made under subsection (1).

(3) Before seeking approvals under subsections (1) and (2), the Secretary shall have due regard to any advice from:

- (a) the Director General Health; and
- (b) not less than two eminent epidemiologists appointed by the Chief Minister for rendering such advice.

PART II
GENERAL HEALTH PROTECTION
MEASURES

4. Power to impose duties, confer functions etc.— Subject to the declaration, the Secretary may, with the approval of Chief Minister:

- (a) impose duty upon all registered medical practitioners and health facilities in any area of the Punjab, to record, communicate and treat cases of infection or contamination; or
- (b) confer functions upon one or more officers and servants or a description of officers and servants of the Government, and if so required one or more local governments in the Punjab in relation to monitoring and control of public health risk; or
- (c) impose one or more restrictions or requirements on or in relation to persons, things or premises as mentioned in section 5.

Explanation: For the purpose of this section:

- (a) a registered medical practitioner shall include a registered medical practitioner not in employment of the Government; and
- (b) the term health facility shall be deemed to include a clinic, hospital, diagnostic laboratory and any other facility engaged in the provision of health services and not owned, financed, managed or run by the Government.

5. General restrictions and requirements.— (1) For purpose of section 4, a person or a class or description of persons may be required to:

- (a) undergo a specified medical examination and submit results as indicated in the requirement;
- (b) be disinfected or decontaminated;
- (c) wear specified protective clothing;
- (d) attend training or advisory sessions on how to reduce the risk of infecting or contaminating others;
- (e) be subject to one or more restrictions as to where he may go or with whom he may maintains contact; and
- (f) abstain from working or trading.

(2) For purposes of section 4, a thing or a class or description of things shall:

- (a) be seized or retained;
- (b) be kept in isolation or a specified quarantine;
- (c) be disinfected or decontaminated; and
- (d) if so required, be destroyed or disposed of.

(3) For purpose of section 4, the premises or class or description of premises shall:

- (a) be kept in a sanitary condition; and
- (b) be disinfected or decontaminated.

6. Directions and restrictions relating to attendance of schools and burials etc.— Subject to a declaration, the Director General Health may, for a specified period:

- (a) impose a specific or general duty upon persons who have responsibility for a minor to ensure that the minor does not attend his school; and
- (b) impose a specific or general restriction or requirement relating to the handling, transport, burial or cremation of dead bodies or the handling, transport or disposal of human remains.

PART III CONTROL OF EVENTS, GATHERINGS AND PREMISES

7. Prohibition or restriction of events and gatherings.—

(1) Subject to a declaration, the Director General Health may issue directions prohibiting or imposing one or more requirements or restrictions in relation to the holding of an event or gathering for a specified period.

(2) A direction under subsection (1), may be issued in relation to:

- (a) a specified event or gathering; or
- (b) events or gatherings of a specified description including description with reference to the number of people attending the event or gathering.

(3) A direction under subsection (1) may only have the effect of imposing prohibitions, requirements or restrictions on:

- (a) the owner or occupier of premises for an event or gathering to which the direction relates;
- (b) the organizer of such an event or gathering;
- (c) any other person involved in holding such an event or gathering.

8. Closing or restricting entry into and exit from a premises.— (1) Subject to a declaration, the Director General Health may issue directions prohibiting or imposing one or more requirements or restrictions in relation to the entry into, exit from, or location of persons in a premises for a specified period.

(2) A direction under subsection (1) may be issued in relation to:

- (a) a specified premises; or
- (b) premises of a specified description.

(3) A direction under subsection (1) may only have the effect of imposing prohibitions, requirements or restrictions on:

- (a) the owner or occupier of premises to which the direction relates; and
 - (b) any other person involved in entry into, or exit from such premises or the location of persons in them.
- (4) A direction under subsection (1) may impose requirements for the purpose of:
- (a) closing or sealing the premises;
 - (b) restricting entry into the premises; and
 - (c) securing restrictions in relation to the location of persons.
- (5) A direction under subsection (1) may, impose prohibitions, requirements or restrictions on:
- (a) the facilities in the premises;
 - (b) number of persons in the premises;
 - (c) the size of the premises; and
 - (d) the purpose for which a person is in the premises.

9. Restricting entry into and exit from a general area.—

(1) Subject to a declaration, the Deputy Commissioner of the concerned area may, on the advice of the Secretary, issue directions prohibiting, or imposing requirements or restrictions in relation to the entry into, exit from, or location of persons, goods, vehicles, vessels and other means of transportation in any area for a specified period.

**PART IV
CONTROL OF POTENTIALLY
INFECTIOUS PERSONS**

10. Movement and retention of potentially infectious person to a suitable place.— (1) In an area, subject to a declaration, a notified medical officer may, after having informed a potentially infectious person of the reasons for doing so, direct such person to proceed to a specified place which is suitable for screening and assessment and remain there for a period mentioned under subsection (3).

(2) Where a potentially infectious person fails to follow a direction under subsection (1), the notified medical officer may:

- (a) move him to the specified place; or
- (b) direct a police officer, through the concerned head of the district police, to move him to the specified place.

(3) A notified medical officer may require a potentially infectious person to remain at a place suitable for screening and assessment for a period which shall not exceed forty eight hours unless:

- (a) in the opinion of the notified medical officer, the person is required to be retained for a longer duration for valid satisfactory screening and assessment requirements; or
- (b) a longer maximum retention period is otherwise ordered by the Secretary with the approval of the Chief Minister in general or for one or more circumstances related to an infectious disease.

(4) The provisions of subsection (3) shall also apply to a person who voluntarily reports to a place specified for screening and assessment.

(5) After each subsequent interval of twenty four hours during which a person is retained at a place specified for screening and assessment, the notified medical officer shall review the need for continuing his retention.

(6) After making a review under subsection (5), the notified medical officer may:

- (a) discontinue retention if he considers that the retained person is no longer potentially infectious or contaminated; or
- (b) extend the period of retention if he considers that the person is potentially infectious at the end of that period.

11. Duty to undergo screening and assessment.— (1) In an area, subject to a declaration, a notified medical officer may impose upon a potentially infectious person one or more screening requirements to assess the level of risk of infection or contaminating to others, and carry out such an assessment.

(2) For the purpose of this section, a potentially infectious person shall:

- (a) answer every question on his health or other relevant circumstances including travel history and information regarding other persons who might have contacted him;
- (b) provide sufficient information to allow making a contact with him for the purpose of the Ordinance during such period as the notified medical officer considers appropriate;
- (c) produce any document which may be required in assessing his health;
- (d) allow personal examination including measurement of body temperature and other physical conditions by an appropriate mean;
- (e) allow taking of a biological sample by an appropriate mean or provide such a sample; and
- (f) forthwith move to and remain at another place which is, in view of the notified medical officer, suitable for the purpose of this section.

(3) The provisions of this section shall also apply to a potentially infectious person who has not been moved or retained for screening and assessment under section 10.

(4) A notified medical officer may impose one or more requirements under subsection (2) through a police officer.

12. Additional requirements and restrictions for persons presenting significant risk.— (1) After screening and assessment under section 11, where:

- (a) a person is found to be infected or contaminated, or
- (b) the results of his screening and assessment are inconclusive, the notified medical officer may, after having informed him of the reasons for doing so, require such person to:
 - (i) provide any relevant information in addition to the information mentioned at subsection (2) of section 11;
 - (ii) undertake further screening and assessment;

- (iii) remain at a specified place which may include a place suitable for screening and assessment for a specified period;
- (iv) forthwith proceed to a specified place suitable for such purpose and to remain at such place for a specified period; or
- (v) remain at a specified place in isolation from others for a specified period.

(2) A notified medical officer may, after having informed him of the reasons for doing so, impose one or more restrictions upon a person referred to in subsection (1) for a specified period which may include restrictions relating to:

- (a) his movement or travel including travels within and outside the Punjab;
- (b) his activities including work or business activities; and
- (c) his contact with other persons or with other specified persons.

(3) The period specified for requirements referred to in subsection (1) and the restrictions referred to in subsection (2) shall not exceed fourteen days unless:

- (a) in view of the notified medical officer, the requirement or restriction is required for a longer duration; or
- (b) a longer maximum period is otherwise ordered by the Secretary with the approval of the Chief Minister in general or for one or more circumstances related to an infectious disease.

(4) Where a person is required to remain at a place under subsection (1), the notified medical officer may direct a police officer, through the concerned head of the district police, to enforce such requirement.

(5) After each subsequent interval of forty-eight hours during which a person is subjected to a restriction or is retained under this section, the notified medical officer shall review the need for continuing the restriction or retention.

(6) After making a review under subsection (6), the notified medical officer may:

- (a) withdraw a requirement or restriction if he considers that the person subjected to a restriction or retention under this section is no longer potentially infectious or contaminated;
- (b) substitute a different requirement or restriction; or
- (c) extend the period of a requirement or restriction if he considers that the person is potentially infectious or contaminated at the end of that period.

13. Applicability of provisions to minors and wards.— (1) A person or a Guardian who has responsibility for a minor or a ward shall, secure that the minor or the ward complies with any direction, instruction, requirement or restriction imposed upon him under the Ordinance.

(2) A person or a Guardian who has responsibility for a minor or a ward shall provide to the person exercising a power under the Ordinance such information and assistance in relation to the minor or the ward as is reasonably necessary and practicable.

(3) Where a power under the Ordinance is exercisable in relation to a minor or a ward and he is unaccompanied, the person by whom that power is to be exercised shall, wherever practicable:

- (a) contact the person or the Guardian responsible for the minor or the ward before the exercise of the power; or
- (b) take reasonable steps after the exercise of that power to contact and inform the person or the Guardian responsible for the minor or the ward.

14. Duty to inform.— It shall be duty of every person, including

- (a) head of a family;
- (b) a health care provider including every physician, dentist, nurse, health aide, in-charge of a hospital or a diagnostic laboratory;
- (c) in-charge of a school, college, university, seminary or other education facility;
- (d) in-charge of a public transport, hotel, restaurant, work place or other public facility including a hostel; and
- (e) in-charge of a place of worship;

who knows or believes, or has reason to know or believe, that a person under his care, supervision or control is suffering from an infectious disease or is contaminated, to report such case to a notified medical officer immediately.

15. Pre-conditions and manner of exercise of powers.— (1) No power conferred under sections 10, 11, 12 and 13 the Ordinance shall be exercised by a notified medical officer unless he considers it necessary and proportionate to do so:

- (a) in the interest of potentially infectious person;
- (b) for the protection risk of infection or contamination of other persons; or
- (c) in the interest of public health in general.

(2) A direction, instruction, requirement or restriction under the Ordinance may give or impose orally or in writing.

(3) Without any prejudice to the generality of the provisions of subsection (2), where any requirement or restriction is given or imposed upon a person by a notified medical officer orally, he shall, as soon as reasonably practicable thereafter, give the person a notice setting it out in writing.

(4) A person exercising a power conferred under the Ordinance shall have regards to:

- (a) any relevant guidance issued by the Secretary; and
- (b) any advice given by a notified medical officer in relation to any particular case.

16. Ancillary powers.— (1) A notified medical officer or a police officer may give reasonable instructions to a person in connection with:

(a) a direction given to that person under a power conferred under the Ordinance; or

(b) moving that person or retaining him at a place under a power conferred under the Ordinance.

(2) A power conferred under the Ordinance to move a person to a place includes a power to keep the person for a reasonable period pending his movement.

(3) A police officer may use reasonable force, if necessary, in exercise of powers conferred under the Ordinance.

(4) A police officer shall have the power to apprehend a person running away from a place where he is retained or isolated under the Ordinance and return him to that place or another place which a notified medical officer may specify, and may use reasonable force, if necessary, for this purpose.

(5) A police officer, not below the rank of an Assistant Sub-Inspector, may enter any place for the exercise of a power conferred under the Ordinance.

PART V OFFENCES AND PENALTIES

17. Offences and penalties in respect of directions and restrictions imposed under Part II and III.— (1) A person commits an offence if he fails without reasonable excuse to comply with any direction, reasonable instruction, duty, requirement or restriction imposed upon him under the Ordinance.

(2) A person guilty of a first offence under this section shall, on conviction, be punished with an imprisonment for a term not exceeding two months or a fine not exceeding fifty thousand rupees, or both.

(3) A person guilty of a repeat offence under this section, shall, on conviction be punished with an imprisonment for a term not exceeding six months or a fine not exceeding one hundred thousand rupees, or both.

(4) Where an offence under this section is committed by a body corporate:

(a) the fine for a first offence shall not be less than fifty thousand rupees and not exceeding two hundred thousand rupees; and

(b) the fine for a repeat offence shall not be less than one hundred thousand rupees and shall not exceed three hundred thousand rupees.

(5) Where an offence under this section by a body corporate is proved:

(a) to have been committed with the consent or connivance of an officer of the body; or

(b) to be attributable to any neglect on the part of such an officer,

the officer shall be guilty of the offence and liable to be prosecuted and proceeded against and punished accordingly.

18. Offences and penalties in respect of certain directions, restrictions and duties imposed under Part IV.— (1) A person commits an offence if he:

(a) fails without reasonable excuse to comply with any direction, reasonable instruction, requirement or restriction given to or imposed upon him under Part IV of the Ordinance; or

(b) fails without reasonable excuse to comply with a duty imposed upon him in relation to a minor or ward under section 13 of the Ordinance; or

(c) knowingly provides false or misleading information in response to a requirement to provide information under section 11 and 12 of the Ordinance; or

(d) obstructs a person who is exercising or attempting to exercise a power conferred under Part IV of the Ordinance.

(2) A person guilty of a first offence under this section shall, on conviction, be punished with an imprisonment for a term not exceeding three months or a fine not exceeding fifty thousand rupees, or both.

(3) A person guilty of a repeat offence under this section, shall, on conviction be punished with an imprisonment for a term not exceeding one year or a fine not exceeding one hundred thousand rupees, or both.

19. Offence and penalty for running away from a place of retention.— (1) A person commits an offence if he runs away or attempts to run away while being moved to or kept at a place under Part IV of the Ordinance.

(2) A person guilty of first offence under this section shall, on conviction, be punished with an imprisonment for a term not exceeding six months or a fine not exceeding fifty thousand rupees, or both.

(3) A person guilty of a repeat offence under this section, shall, on conviction be punished with an imprisonment for a term not exceeding eighteen months or a fine not exceeding one hundred thousand rupees, or both.

20. Cognizance and trial of offences.— (1) No court other than that of a Magistrate of first class shall take cognizance of or try an offence under the Ordinance.

(2) All offences under the Ordinance shall be tried in accordance with the procedure prescribed for summary trials of offences under the Code of Criminal Procedure, 1898 (V of 1898).

PART VI COMMON PROVISIONS

21. General powers for prevention and control of infection.— (1) Without prejudice to other provisions of the Ordinance as well as the powers conferred under the Punjab National Calamities (Prevention and Relief) Act, 1958 (XXXIII of 1958):

(a) the Relief Commissioner may take all such steps and measures which he deems necessary to provide relief to persons affected by an infectious disease in any area subject to a declaration; and

(b) The Deputy Commissioner of the district subject to a declaration, shall take all such steps and measures which he deems necessary to maintain order and provide immediate relief to persons affected by an infectious disease.

(2) Without prejudice to the generality of the powers conferred by subsection (1), the Relief Commissioner or, as the case may be, the Deputy Commissioner of the district subject to a declaration, shall have

the powers to:

- (a) evacuate or segregate population;
- (b) requisition means of transport including motor vehicles, carriages, boats and earth moving machinery;
- (c) require declaration of surplus stocks of food, medicines and other stores and commodities considered essential by him and to requisition them;
- (d) requisition of buildings, facilities including facilities relating to provision of health services;
- (e) conscript labour; and
- (f) direct any person to abstain from certain act or to take certain orders, requirements and restrictions.

(3) A person owning transport, articles, stocks, medicines, building and facilities which are requisitioned or the labour who are conscripted for work or the person who is directed to abstain from certain act or to take certain orders, requirements and restrictions under this section shall be entitled to a reasonable compensation as determined by the Relief Commissioner.

(4) Subject to the right of an owner to a claim under subsection (3), the transport, articles, stocks, medicines, building and facilities shall

forthwith rest with the Relief Commissioner who may himself, or through the Deputy Commissioner, deal with them in such manner as he deems proper in order to discharge his duties under this section.

22. Enforcement.— (1) The Deputy Commissioners shall, in the respective districts, ensure compliance of an order, direction, restriction, requirement or any other measure under the Ordinance.

(2) For purposes of subsection (1), a Deputy Commissioner may take such steps or pass such orders as he considers necessary including an order to an officer sub-ordinate to him or a police officer, through the concerned head of the district police.

(3) For purposes of enforcement of an order, direction, restriction or requirement issued under sections 4, 5 and 6 of the Ordinance, a Deputy Commissioner, an officer sub-ordinate to him, a police officer or any other person referred to in subsection (2), may:

- (a) enter upon any premises;
- (b) detain persons for a maximum period of twenty four hours; and
- (c) if necessary, use reasonable force to ensure compliance.

23. Requisition of services of Government officials.— The Relief Commissioner or, as the case may be, the Deputy Commissioner of the area, subject to a declaration, may after having consulted the Secretary of the respective Administrative Department of the Government, requisition the services of officers and officials of that Department for the purpose of the Ordinance.

24. Delegation and concurrent exercise of certain powers.— (1) The Secretary may delegate all or any of the powers conferred upon him under the Ordinance, except the powers conferred under section 3, to a Commissioner, Deputy Commissioner or any other officer sub-ordinate to him.

(2) The Relief Commissioner may delegate all or any of the powers conferred upon him under the Ordinance to a Commissioner, Deputy Commissioner or any other officer sub-ordinate to him.

(3) The powers of a notified medical officer under the Ordinance shall be concurrently exercisable by the respective Assistant Commissioners.

25. Revision against an order etc. of notified medical officer and others.— (1) A person against whom an order, direction, instruction, requirement or restriction has been imposed by a notified medical officer or a police officer under the Ordinance may file a revision petition before a board comprising the Commissioner of the respective division and a medical officer notified by the Secretary.

(2) A revision petition under subsection (1) may be filed by the person responsible for a child or a ward in relation to whom an order, direction, instruction, requirement or restriction has been imposed by a notified medical officer or a police officer under the Ordinance.

(3) All revision petitions shall be decided by the board through a written order within fifteen days from its presentation.

26. Bar to action.— No order made under the Ordinance shall be called in question in any court and no civil or criminal proceedings shall be instituted against any person for anything done in good faith against any person for any loss or damage caused to, or in respect of any property whereof possession has been taken under the Ordinance.

27. Confidentiality.— (1) Any information, collected or held by a public servant or by any other person, that identifies a person with an infectious disease, or have been positively tested for an infectious disease; his address or contacts, shall not be released or made public except under this section.

(2) The information under subsection (1) may be released or made public:

- (a) with the consent of the identified person;
- (b) to a physician retained by the identified person;
- (c) to enforce the provisions of the Ordinance and the rules;
- (d) to a medical practitioner for purposes of treatment of the person with an infectious disease;
- (e) to blood banks, schools and prisons; and
- (f) to the person responsible for a minor or a ward.

28. Power to make rules.— The Government may, by notification in the official Gazette, make rules for carrying out the purposes of the Ordinance.

29. Removal of difficulties.— The Government may, by an order, provide for the removal of any difficulty which may arise in giving effect to the provisions of the Ordinance.

30. Overriding effect.— The provisions of the Ordinance shall have effect notwithstanding anything contained in any other law for the time being in force.

32. Repeal and savings.— (1) The Punjab Epidemic Diseases Act, 1958 (XXXVI of 1958) is hereby repealed.

(2) Save as otherwise provided in the Ordinance, repeal of the Punjab Epidemic Diseases Act, 1958 (XXXVI of 1958) shall not affect:

(a) the previous operation of the Punjab Epidemic Diseases Act, 1958 (XXXVI of 1958) or anything duly done or suffered thereunder;

(b) any right, privilege, obligation or liability acquired, accrued or incurred under the Punjab Epidemic Diseases Act, 1958 (XXXVI of 1958);

(c) any penalty, forfeiture or punishment incurred in respect of any offence committed against the Punjab Epidemic Diseases Act, 1958 (XXXVI of 1958); and

(d) any investigation, legal proceedings or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid, and any such investigation, legal proceedings or remedy instituted, continued or enforced and any such penalty, forfeiture and punishment imposed under the Punjab Epidemic Diseases Act, 1958 (XXXVI of 1958).

(MOHAMMAD SARWAR)
GOVERNOR OF THE PUNJAB

Dated: 27/03/2020

NAZIR AHMAD GAJANA
Secretary
Government of the Punjab
Law and Parliamentary Affairs Department



Lahore, the 26th March, 2019

To:

1. PPO/IGP, Punjab.
2. All Commissioners, in Punjab.
3. All RPOs, in Punjab & CCPO Lahore.
4. All Deputy Commissioners in Punjab.
5. All CPOs/DPOs in Punjab.

Subject: **CLARIFICATION 2**

I am directed to refer to this Department's order no. SO(IS-II)1-1/2004 dated 23rd March 2020, regarding exemption list at point 3(d) of the said order related to various establishments, departments, essential services and movement of people, following are also included:

- a) Field formations of Irrigation Department required for operations of canal water and dams.
- b) Movement of diplomats and foreign / local skeleton staff of consulate and honorary consulates after verification through CNIC and official card.
- c) Movement of essential officers / staff of all fertilizer companies and its marketing office by verifying CNIC and official card.
- d) Seeds, fertilizers and pesticides manufacturers and its supply chain.
- e) Agricultural machinery workshops
- f) Registered welfare charitable organizations can provide welfare services with minimum staff.
- g) Postal / Courier services, for pick and drop from/at doorsteps and its relevant inter-city, inter-province vehicular movement, with minimum possible staff (with no public dealing at offices).
- h) All allied industries linked with pharmaceutical industry including unit printing press producing unit cartons / out covers, bottle manufacturers, alu foil importers, printing foil industry, bottle cap industry, master carton industry, rubber stopper / vial ampoule importers, capsule shell manufacturing industry & importers and its transport.


SECTION OFFICER
(Internal Security-II)

CC:

A copy is forwarded for information to the:-

1. Chief Secretary, Punjab.
2. Principal Secretary to Chief Minister, Punjab.
3. All Administrative Secretaries, Govt. of the Punjab.
4. Secretary, Govt. of the Punjab, Services & General Administration Department (Implementation & Coordination Wing), Lahore
5. Ministry of Foreign Affairs, Camp Office, Lahore.
6. Headquarters 4 Corps, Lahore with the request to disseminate the information to other in Corps in Punjab.
7. Headquarters Rangers Punjab, Lahore.
8. Staff Officer to Chief Secretary, Punjab.

IMMEDIATE



ORDER

**NO. SO(IS-II)1-1/2004
GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT**

Lahore, the 25th March, 2020

In continuation of this Department order No. SO(IS-II)1-1/2004 dated 23rd March 2020, following further exemptions are hereby ordered after serial no. 22 of Para 3(d):

23. Manufacturing of Personal Protective Equipment (PPEs) and its supply chain.
24. Manufacturing of wheat packing materials and its supply chain.
25. LPG outlets, storage, filling plants and its supply chain.
26. Postal / courier services with essential office staff, no public dealing at offices and pick and drop from doorsteps.
27. Microfinance Institutions with only essential staff and with no public dealing.
28. TETRA PACK and all such milk and food processing and packaging industries and their supply chain.
29. Personal hygiene, sanitization and disinfection items e.g. hand sanitizers, tissue papers, wipes, sprays, disinfectant liquids etc. and their supply chain.

Note:

- i) Exemptions already granted vide item 3(d) of the above referred order, cover the entire supply chain including transportation, distribution, storage, printing and packaging.
- ii) Regarding 3(d) 13 of above referred order, it is clarified that the exemption granted is for all food items, its manufacturing industries which among all other food industries includes flour mills, its supply chain and cash recovery mechanism.
- iii) Delivery riders delivering food and parcels are allowed to commute.

**ADDITIONAL CHIEF SECRETARY (HOME)
GOVERNMENT OF THE PUNJAB**

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the:-

1. Chief Secretary, Punjab.
2. Registrar, Lahore High Court, Lahore.
3. Principal Secretary to Chief Minister, Punjab.

4. All Administrative Secretaries, Govt. of the Punjab.
5. Secretary, Law and Parliamentary Affairs Department with the request for publication of this order in Official Gazette.
6. Secretary, Information Department, Punjab with the request for awarding wider publicity to this Order in print and electronic media as news item.
7. Provincial Police Officer/IGP, Punjab.
8. All Divisional Commissioners in Punjab.
9. All Regional Police Officers in Punjab.
10. Capital City Police Officer, Lahore.
11. All Deputy Commissioners in Punjab.
12. Deputy Inspector General of Police, Information Technology, Punjab.
13. All City/District Police Officers in Punjab.
14. Director General, Public Relations, Punjab with the request for wider publicity of this order in print and electronic media as a news item.
15. Superintendent, Government Printing Press, Punjab, Lahore.
16. PRO to ACS (Home), department.
17. PS to Minister for Law & Parliamentary Affairs, Punjab.
18. PS to ACS (Home), Punjab.


(AHMAD BILAL)
SECTION OFFICER
(Internal Security-II)

Section Officer
Government of the Punjab
Home Department

IMMEDIATE



GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT

Lahore the, 27th March, 2020

ORDER

NO.SO(IS-II)1-1/2004. WHEREAS, the spread of pandemic corona virus throughout the world including Punjab is increasing rapidly which may have devastating effects on human lives. Hence, it is necessary to take all possible measures to counter this pandemic on war footings.

2. **AND WHEREAS**, in my opinion there are sufficient grounds to proceed under section 144 of 'The Code of Criminal Procedure, 1898', as an immediate preventive and speedy remedy and the directions hereafter appearing are necessary to ensure public safety, conserve lives, and maintain peace in the province of Punjab.

3. **NOW THEREFORE**, I, Momin Agha, Additional Chief Secretary (Home) Government of the Punjab, in exercise of powers vested in me under Section 144(6) of 'The Code of Criminal Procedure, 1898', in addition to the restrictions imposed vide order No. SO(IS-II)1-1/2004 dated 23.03.2020, do hereby order as follows:

- a. *Grocery stores, karyana stores, departmental stores, all sections of super markets, milk shops, chicken, meat & fish shops, opticians, bakeries, pesticides, seeds & fertilizers shops, auto workshops, agriculture machinery workshops, shall remain open from 08:00 AM to 08:00 PM.*
- b. *It is clarified that petrol pumps, oil depot, LPG outlets & filling plants, pharmacies, fruit & vegetable shops, tandoors, atta chakies, postal/courier services, call centers (with 50% staff and no public dealing), printing press and take away/home delivery from restaurants shall be permitted to operate beyond 08:00 PM.*

4. This order shall remain in force in the entire province of Punjab with immediate effect from 08:00 PM, Friday, 27.3.2020 till 08:00 AM, Tuesday, 7.4.2020, unless modified.

5. This order shall be given wider publicity in official Gazette, Daily Newspapers and broadcasting through Radio Pakistan, Pakistan Television and other TV Channels as news item for information of the general public.

ADDITIONAL CHIEF SECRETARY (HOME)
GOVERNMENT OF THE PUNJAB

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the:-

1. Chief Secretary, Punjab.
2. Provincial Police Officer/ GP, Punjab.
3. Registrar, Lahore High Court, Lahore.
4. Principal Secretary to Chief Minister, Punjab.
5. All the Administrative Secretaries in Punjab.
6. Secretary Law & Parliamentary affairs department with the request for publication of this order in official gazette.
7. Secretary, Information Department, Punjab with the request for awarding wider publicity to this order in print and electronic media as news item.
8. All Divisional Commissioners in Punjab.
9. All Regional Police Officers in Punjab.
10. Capital City Police Officer, Lahore.
11. All Deputy Commissioners in Punjab.
12. All City/District Police Officers in Punjab.
13. Superintendent, Government Printing Press, Punjab, Lahore.
14. PS to Minister for Law & Parliamentary Affairs, Punjab.
15. PS to ACS (Home), Punjab.


(AHMAD BILAL)
SECTION OFFICER

(Internal Security-II)
Section Officer (IS-II)
Government of the Punjab
Home Department



DEPUTY COMMISSIONER OFFICE
SIALKOT

No. HC (G)/DC/SKT/ 2162

Dated: 22 03.2020

ORDER

All industrial units except food and medical relating units in the district shall remain closed with immediate effects till further orders. However, factory owners will grant gratis salary to the workers/daily wagers on humanitarian grounds in the wake of emergency situation due to corona virus. Furthermore, the factory owners of food and medical related units shall ensure wearing of masks and use of sanitizers by their workers. In case of violation, strict action shall be taken as per law.

[Signature]
Deputy Commissioner
Sialkot

No. & Date Even.

A copy is forwarded for information and necessary action to the:

1. District Police Officer, Sialkot.
2. All Assistant Commissioners, in the district
3. District Officer, Social Welfare, Sialkot
4. District Officer (Labour), Sialkot
5. District Officer (Industries), Sialkot.
6. President, Chamber of Commerce & Industries Sialkot.

[Signature]
Deputy Commissioner
Sialkot

Lahore the, 23rd March, 2020**ORDER**

NO.SO(IS-II)1-1/2004. WHEREAS, there has been an increase in the number of pandemic Corona virus cases in the Province of Punjab as well as Pakistan which may have devastating effects on human lives. Hence, it is mandatory to take all possible measures to contain the further spread of corona virus on war footings.

2. AND WHEREAS, in my opinion there are sufficient grounds to proceed under section 144 of "**The Code of Criminal Procedure, 1898**", as an immediate preventive and speedy remedy and the directions hereinafter appearing are necessary to ensure public safety, conserve lives, and maintain peace and tranquility in the Province of Punjab.

3. NOW, THEREFORE, I, Momin Agha, Additional Chief Secretary (Home) Government of the Punjab, in exercise of powers vested in me under Section 144(6) of "**The Code of Criminal Procedure, 1898**", do hereby order as follows within the territorial limits of Punjab that:

- a. **All markets, shopping malls, restaurants, offices, (public and private) shall remain closed.**
- b. **There shall be a complete ban on intra-city, inter-district and inter-province movement of people by public transport.**
- c. **There shall also be a complete ban on gatherings of all kinds for social, religious, or any other purpose at any place, public or private.**
- d. **The following shall be exempted from this order:**
 - (1) Officials of government departments on duty duly notified by respective departments.
 - (2) Personnel related to Health Services including Hospitals, Clinics, Laboratories, pharmaceutical factories and Medical stores.
 - (3) Personnel related to Law Enforcement Agencies.
 - (4) Personnel related to Essential Services / Offices going to perform their duties or providing essential services as declared in the later part of this order.
 - (5) Persons in need of medical care with two attendants where necessary.
 - (6) Persons going to buy grocery and medicines within the vicinity of their residence.
 - (7) Necessary / unavoidable religious rites like the last rites, Namiaz-e-Janaza, burial and related events.
 - (8) Utility Companies: WASAs, Municipalities, WAPDA, NTDC, DISCOs and SNGPL.
 - (9) Public and private telecom/cellular companies, their franchises and their customer support center with no public dealing allowed.
 - (10) Call centers with 50% staff and no public dealing allowed.
 - (11) Banks with only essential staff.
 - (12) Defence related manufacturing industries and packing facilities.
 - (13) Food items manufacturing industries and distribution offices.
 - (14) Health & related services i.e. hospitals, medical stores, laboratories, manufacturers.
 - (15) Grocery stores, General, karyana stores, bakeries, atta chakkis, milk shops, chicken & meat/fish shops, fruit & vegetable shops and all kinds of mandis including grain, fruit, Cattle and vegetable, tandoors, auto workshops, petrol pumps and oil depot.
 - (16) Takeaway/home delivery from restaurants.

Section Officer (IS-II)
Government of the Punjab
Home Department

- (17) Dry port operations and Custom Services.
- (18) Poultry and feed mills.
- (19) Seeds, Fertilizers and pesticides shops.
- (20) Welfare Organizations e.g. Edhi & Seylani providing essential services and free Dasterkhwan.
- (21) Media Persons authorized by Information Department, newspaper hawkers
- (22) Any exemption that may be deemed necessary by the Commissioner.

4. Following conditions will apply to the persons / establishments given exemption:

- a. One person may travel in a private vehicle. In case of medical emergency two attendants may accompany the patient.
 - b. Two person per family may go out to buy essential medicines, grocery, etc. Handicapped person may be assisted by two persons alongwith a driver.
 - c. Persons on vehicles transporting essential food items, medicines, medical equipment from godowns, farms, mills or factories may be assisted by two helpers or cleaners during the transportation.
 - d. All persons travelling as exempted must carry CNIC and official card.
 - e. All personnel of the exempted departments must travel and work keeping in view social distance.
 - f. Large departmental stores will only keep their grocery/pharmacy section open while all others sections will remain closed. They will allow customers to enter stores in smaller groups while fulfilling the condition of social distancing. SOP shall be devised in consultation with district administration and police.
- All departmental stores will ensure that their grocery trolleys and public use areas are disinfected.

5. This order shall remain in force in the entire Province of Punjab **with effect from 09.00 AM, Tuesday, 24.03.2020 till 09.00AM, Tuesday, 07.04.2020 unless modified.**

6. This order shall be given wider publicity in official Gazette, Daily Newspapers and broadcasting through Radio Pakistan, Pakistan Television and other TV Channels as news item for information of the general public.


**ADDITIONAL CHIEF SECRETARY (HOME)
GOVERNMENT OF THE PUNJAB**

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the:-

1. Chief Secretary, Punjab.
2. Registrar, Lahore High Court, Lahore.
3. Principal Secretary to Chief Minister, Punjab.
4. Secretary, Primary & Secondary Healthcare Department.
5. Secretary, Specialized Healthcare and Medical Education Department.
6. Secretary, School Education Department.
7. Secretary, Higher Education Department.
8. Secretary, Local Government & Community Development Department.
9. Secretary, Food Department.
10. Secretary, Agriculture Department.
11. Secretary, Industries, Commerce, Investment & Skills Development Department.
12. Secretary, Transport Department.
13. Secretary, Auqaf Department.
14. Secretary, Law and Parliamentary Affairs Department with the request for publication of this order in Official Gazette.

15. Secretary, Information Department, Punjab with the request for awarding wider publicity to this Order in print and electronic media as news item.
16. Provincial Police Officer/IGP, Punjab.
17. All Divisional Commissioners in Punjab.
18. All Regional Police Officers in Punjab.
19. Capital City Police Officer, Lahore.
20. All Deputy Commissioners in Punjab.
21. Deputy Inspector General of Police, Information Technology, Punjab.
22. All City/District Police Officers in Punjab.
23. Director General, Public Relations, Punjab with the request for wider publicity of this order in print and electronic media as a news item.
24. Superintendent, Government Printing Press, Punjab, Lahore.
25. PRO to ACS (Home), department.
26. PS to Minister for Law & Parliamentary Affairs, Punjab.
27. PS to ACS (Home), Punjab.


(AHMAD BILAL)
SECTION OFFICER
(Internal Security-II)
Section Officer (IS-II)
Government of the Punjab
Home Department



SOPs - INDUSTRIAL UNITS/STORES

**INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT
DEPARTMENT**

GOVERNMENT OF THE PUNJAB

SOPs - STORES

1. OWNERS / MANAGEMENT:

- Availability of sanitizers at entrances
- Every customer's hands are sanitized before and after shopping
- Spraying shopping trollies for each customer
- Cleaning floor surface with anti-germs surface cleaner daily on regular intervals (for each customer)
- Spraying and cleaning door handle at entrance
- Availability of thermal guns at entrance
- Check temperature of each customer at entrance
- Do not allow entry of customers suffering from Flu, cough or fever
- Display of awareness material on entrance and prominent places of shop/market/store/plaza
- ATM Machine / Credit /Debit card mobile machines to be cleaned with Alcoholic swabs before and after each customer and availability of hand sanitizers with each such machine
- Use of mask and hand gloves by each sales person / receptionist
- Ensure queue system at entrance maintaining 6 feet distance between customers.
- Do not allow entry of customers in groups
- Other instructions issued by the government from time to time.

2. CUSTOMERS

- Always use hand sanitizers before and after shopping
- Do not shake hands with visitors or shopkeepers etc
- Do not visit markets / public places if suffering from flu, cough or fever
- Maintain minimum distance of 3 feet (one meter) from other visitors and shopkeepers

- Get yourself medically tested if you are having any symptoms of Corona (flu, cough, fever or breathing issue)
- Do not touch your face with hands
- Always keep hand sanitizer with yourself
- Regularly use your sanitizers to disinfect hands
- Use of mask and gloves by staff
- Cooperate with the Administration / Management

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SOPs – INDUSTRIAL UNITS

OFFICES

- Make sure workplaces are clean and hygienic at all times
- Clean workspaces and shared items with disinfectants (door handles, copy machines/printers, break rooms, remotes, light switches) three times daily. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Place sanitizer at entryways and provide employees with disinfecting wipes
- Put sanitizing hand rub dispensers in prominent places around the work place. Make sure these dispensers are regularly refilled
- Display posters promoting hand-washing, advice may be sought from health authorities
- Make sure that staff, contractors and customers have access to places where they can wash their hands with anti-bacterial soap and water
- Promote good respiratory hygiene in the workplace
- Ducts of air-conditioning systems must be properly disinfected and cleaned at all times
- Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
- Ensure that facemasks and/or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home and report to health authorities
- Reduce office staff to bare minimum
- Reduce office capacity by implementing staggered arrival, departure, and break times
- Modify workstations or stagger hours to increase space between staff, guests, and clients
- Schedule video or phone calls instead of face to face meetings
- Ask delivery drivers to call upon arrival and/or leave items outside the office instead of entering the lobby or reception area
- Place signs on entrances requesting that sick guests do not enter the building
- Practice social distancing by maintaining a 1 meter distance between staff and visitors
- Use alternate greetings such as waving or bowing
- Body temperature of all entering individuals shall be monitored at entry points by dedicated person(s) of the unit along with other symptoms including dry cough, flu, and muscular pains etc.
- Work from home routine should be developed for all employees as much as possible
- Make clear to employees that they will be able to count this time off as sick leave
- All messes & cafeterias to have sufficient space in between seating places in order to discourage people from eating together in groups

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INDUSTRIAL UNITS:

- The Premises or Unit, as the case may be, shall be disinfected invariably at the start of every shift
- The Premises or the Unit, as the case may be, shall be equipped with sanitizers, soaps, masks, towel tissues and temperature thermal scanners
- The Premises or the Unit, as the case may be, shall be staffed with trained clinical staff / doctor
- The Premises or the Unit, as the case may be, shall keep a hotline for availability of ambulance for immediate transfer in case of suspected person to main quarantine facility
- The Premises or the Unit, as the case may be, shall be closed immediately on confirmation of COVID-19 person as a result of lab test, and it shall continue to be so till thorough sanitization and disinfecting is undertaken
- Entry of unauthorized persons to the premises or the unit shall be banned forthwith
- Display of standard SOPs of COVID-19 at industries premises in urdu with pictorials – each and every person shall be communicated these instructions through sessions and other means
- Ventilation of air shall be ensured. This shall be carried out by keeping doors, and windows open
- All washrooms to be kept sanitized and disinfected, and shall be re-sanitized and disinfected after each use – including drying
- Disposable cups, glasses and plates for drinks and meals shall be ensured. Their disposal after one-time-use may be ensured
- General chlorination spray in complete premises shall be carried out once every day. xii. A monitoring Team at each Unit level to carry out inspections on compliance every shift

GOODS TRANSPORTATION IN INDUSTRIAL UNIT OR PREMISES:

- Raw materials, disassembled parts of machinery, and any other material required to be processed by an industrial unit for a finished product shall be only allowed to enter the industrial unit or premises after the vehicle is completely sanitized and disinfected at the entry point
- Temperature of the drivers, conductors, loaders and other staff of the vehicle transporting such materials shall be monitored at entry points along with other indicators of COVID-19 that are flu, cough and muscular pain etc
- No person(s) associated with such vehicles having any or all symptoms of COVID19 shall be allowed to enter the industrial unit or premises.
- The material like steel, wood, cloth, iron, plastic keep the COVID-19 for days, therefore, all such raw material shall be properly sanitized and disinfected before entry to an industrial unit or premises is granted
- Seating arrangement of such vehicles amongst the individuals occupying it shall be such that 3 feet distance is maintained
- Individuals occupying such vehicles shall wash hands with soap before entry into an industrial unit or premises and, subsequently, their hands shall be sanitized. vii. Proper head gear, gloves, gown and masks shall be worn by the individuals occupying such

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vehicles. No person(s) without proper gear shall be allowed entry to industrial unit or premises

INDUSTRIAL ZONE

- Entry and Exit points to and from a zone shall be strictly monitored, and entry may be restricted, where possible. Record of all individuals and vehicles entering and exiting the premise shall be maintained
- The temperature of all the entrants to the zone may be checked along with other symptoms of COVID-19 that include flu, cough and muscular pain
- A holding area or quarantine shall be maintained to accommodate suspected persons till the receipt of results of their tests, and further process, in case of positive result of the test
- An Audit Team of Industries Department to visit every Zone daily, and check on all the above SOPs
- Similar action for the residential area of the Industrial Zone or individual Unit, as the case may be, may be taken

CORONA APP IN EACH INDUSTRY

- PITB to develop tracking app for all employees to be installed by all factory workers and individuals involved in any food processing process.
- This app will track movement of individuals to ensure they don't meet unnecessary people before, during or after work or violate partial shutdown rules.
- If found in violation an e- challan /fine will be issued to violater.
- Additionally this will help in tracing contact chain in case the particular individual contracts corona.
- If found corona positive this app will alert all contacts the individual has met that they may be possibly infected so they can go into immediate quarantine/ isolation.

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SOPs-PICTORIAL

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Step 1: Arrival of Staff



2: Disinfection of Staff vehicle



3: Arrival of Staff with Mask ON



Step 4: Air blow cleaning- Shoes, pants, Shirts



Step 5: Hand Washing and Keep a distance of 1.5m



Step 6: Body Temperature taking (Ok and Not Ok)

1. What happen when temperature is not Ok
2. Send Home – report to authorities



Step 7: Apply Hand Sanitize



Step 8: No Thumb Attendance Use Facial attendan



Step 9: No Hand Shakes/No embracing

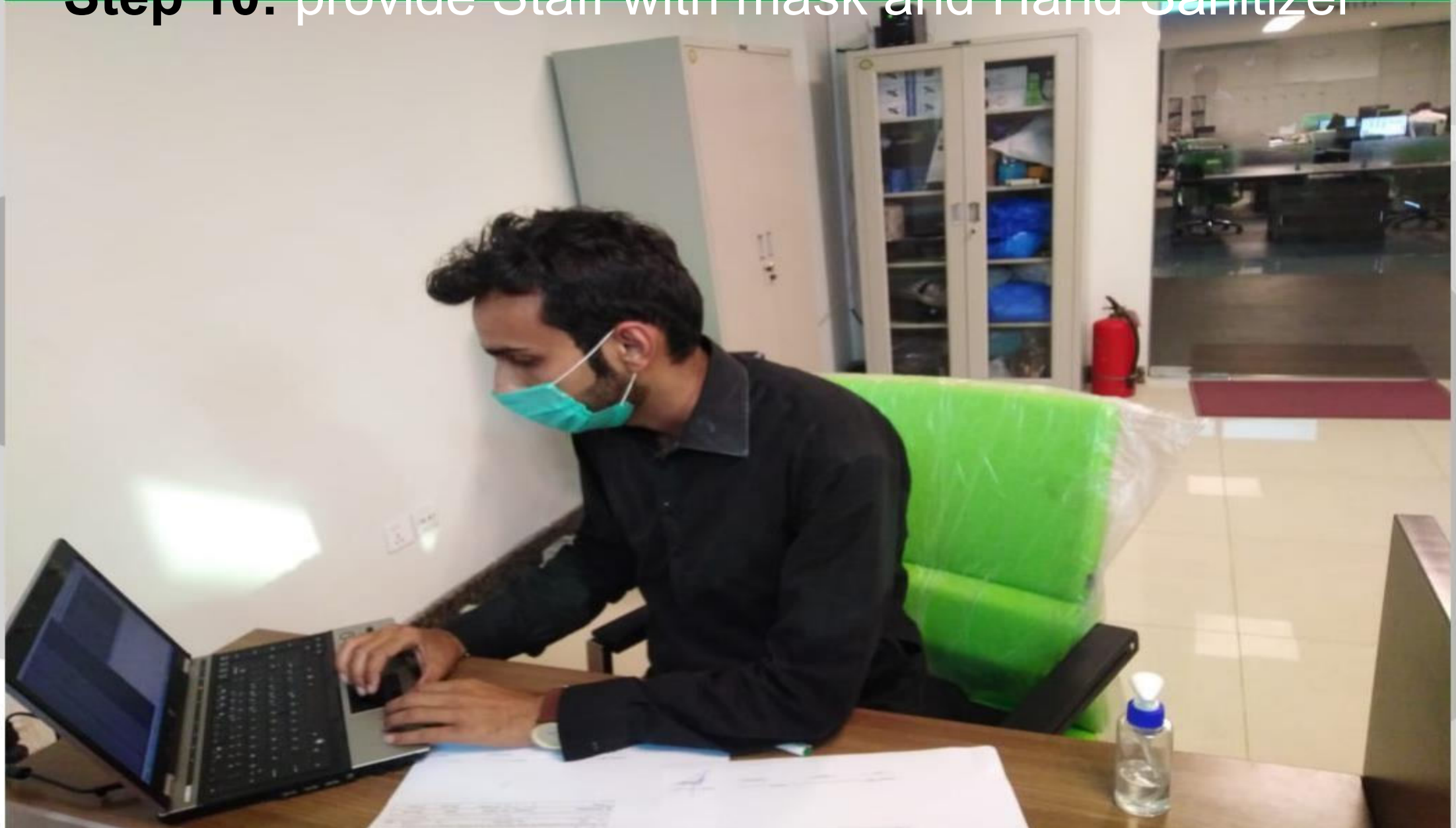
Before



After



Step 10: provide Staff with mask and Hand Sanitizer



Step 12: Clean and Disinfect Company Mess/Food Serving area

1. Discontinue seating together Mess Service in factories



Step 13: Disinfect daily-machine handles



Step 14: Wash daily plant/factory floor with fernal



Step 15: Administration Offices

1. Ensure distant sitting 1.5 meter
2. Wear Mask
3. Use Hand sanitizer whenever you handle an object
4. Ensure Use of hand sanitizers prior to opening or closing, Cabinets, file areas, Paper documents originating from outside sources



Step 16: Rest Room/Washrooms/Toilets

1. Clean and disinfect every six hours

2. Do not keep or use towels in public rest rooms



COVID AT YOUR WORKPLACE

Simple ways to prevent the spread of COVID-19 in your work place

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate.

The low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.

They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic
 - Surfaces (e.g.desks and tables) and objects (e.g.telephones,keyboards) need to be wiped with disinfectant regularly
 - Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads
- Promote regular and thorough hand-washing by employees, contractors and customers
 - Put sanitizing hand rub dispensers in prominent places around the work place. Make sure these dispensers are regularly refilled
 - Display posters promoting hand-washing—ask your local public health authority for these or look on www.WHO.int.
 - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote hand-washing
 - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
 - Why? Because washing kills the virus on your hands and prevents the spread of COVID - 19
- Promote good respiratory hygiene in the workplace
 - Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
 - Ensure that facemasks and/or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Why? Because good respiratory hygiene prevents the spread of COVID-19
- Advise employees and contractors to consult national travel advice before going on business trips.
- Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home.
- They should also stay home (or work from home) if they have had to take simple Ordinary surgical facemasks rather than N95 facemasks, medications, such as paracetamol / acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection
- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
- Display posters with this message in your workplaces. Combine this with other communication channels commonly used in your organization or business.

- Your occupational health services, local public health authority or other partners may have developed campaign materials to promote this message
- Make clear to employees that they will be able to count this time off as sick leave

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SOPs- DISPLAYED AT INDUSTRIAL ESTATES





احتیاطی تدابیر برائے کورونا وائرس

کورونا وائرس کے پھیلاؤ کو روکنے کیلئے مندرجہ ذیل احتیاطی تدابیر تمام افراد اختیار کریں۔

1. فیکٹریوں کے باہر ہاتھ دھونے کا مکمل بندوبست کرنا مکان کی ذمہ داری ہے، فیکٹری اپنے ملازمین کی تعداد کے لحاظ سے مناسب انتظام کرے۔
2. ہاتھ ملانے اور گلے ملنے سے پرہیز کریں۔
3. مشینز کا استعمال کا سامان ورک سٹیشن، کمپیوٹر کی بورڈ، فیکس مشین اور ٹیلی فون کو استعمال کرتے وقت ڈسپوزل دستانے استعمال کریں۔
4. نزلہ، زکام یا فلو میں مبتلا شخص کے قریب نہ ہوں۔
5. ہر دو گھنٹے کے بعد کم از کم 20 سیکنڈ کیلئے صابن سے ہاتھ دھونا لازمی ہے۔
6. کھانے کے برتن دوسروں سے ہیر نہ کریں۔
7. بخارہ کھانسی میں ماسک استعمال کریں۔ ڈاکٹر سے رجوع کریں اور ہیلپ لائن 1166 پر فوری رابطہ کریں۔
8. میز جیوں کی ریلنگ، دروازوں کے ہینڈل کو چھونے سے گریز کریں۔ متعلقہ عہدے داران اپنے دفاتروں کے دروازے کھلے رکھیں۔
9. احتیاطی تدابیر پر عمل کروانا انتہائی اہم ہے اور متعلقہ ذمہ داران پر لازم ہے۔





**Punjab Industrial Estate Development and Management Company Head Office:
Commercial Area (North), Sundar Industrial Estate, Sundar-Railwind Road Lahore**

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کورونا وائرس آفس نوٹس

HELP LINE
1166

احتیاطی تدابیر برائے کورونا وائرس

کورونا وائرس کے پھیلاؤ کو روکنے کیلئے مندرجہ ذیل احتیاطی تدابیر تمام افراد اختیار کریں۔

1. فیکٹریوں کے باہر ہاتھ دھونے کا مکمل بندوبست کرنا مالکان کی ذمہ داری ہے، فیکٹری اپنے ملازمین کی تعداد کے لحاظ سے مناسب انتظام کرے۔
2. ہاتھ ملانے اور گلے ملنے سے پرہیز کریں۔
3. مشترکہ استعمال کا سامان ورک سٹیشن، کمپیوٹر کی بورڈ، فیکس مشین اور ٹیلی فون کو استعمال کرتے وقت ڈسپوزل دستانے استعمال کریں۔
4. نزلہ، زکام یا غلو میں مبتلا شخص کے قریب نہ ہوں۔
5. ہر دو گھنٹے کے بعد کم از کم 20 سیکنڈ کیلئے صابن سے ہاتھ دھونا لازمی ہے۔
6. کھانے کے برتن دوسروں سے ہٹائیں۔
7. بیمار کھانسی میں ماسک استعمال کریں۔ ڈاکٹر سے رجوع کریں اور ہیپ لائن 1166 پر فوری رابطہ کریں۔
8. سڑکیوں کی ریلنگ، دروازوں کے ہینڈل کو چھونے سے گریز کریں۔ متعلقہ عہدے داران اپنے دفاتروں کے دروازے کھلے رکھیں۔
9. حفاظتی تدابیر پر عمل کروانا انتہائی اہم ہے اور متعلقہ ذمہ داران پر لازم ہے۔

احتیاطی اقدامات | PREVENTIVE MEASURES



Cough or sneeze in a tissue
کھانسی یا چھینکے وقت تھوک استعمال کریں



Wash your hands
with soap and water
for 20 seconds.
20 سیکنڈ تک صابن
اور پانی سے ہاتھ دھو لیں



Avoid close contact with
people who are sick
جراثیم سے
بیمار لوگوں سے
فاصلہ رکھیں



Stay at home
when you are unwell
بیماری کی صورت میں گھر
پر ہی رہیں



Punjab Industrial Estates Development and Management Company Head Office:
Commercial Area (North), Sundar Industrial Estate, Sundar-Raiwind Road Lahore

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COVID-19 SOPs FOR SHOPS/STORES & INDUSTRIAL UNITS

**INDUSTRIES, COMMERCE, INVESTMENT & SKILLS DEVELOPMENT
DEPARTMENT**

GOVERNMENT OF THE PUNJAB

SOPs - STORES

1. OWNERS / MANAGEMENT:

- Availability of sanitizers at entrances
- Every customer's hands are sanitized before and after shopping
- Spraying shopping trollies for each customer
- Cleaning floor surface with anti-germs surface cleaner daily on regular intervals (for each customer)
- Spraying and cleaning door handle at entrance
- Availability of thermal guns at entrance
- Check temperature of each customer at entrance
- Do not allow entry of customers suffering from Flu, cough or fever
- Display of awareness material on entrance and prominent places of shop/market/store/plaza
- ATM Machine / Credit /Debit card mobile machines to be cleaned with Alcoholic swabs before and after each customer and availability of hand sanitizers with each such machine
- Use of mask and hand gloves by each sales person / receptionist
- Ensure queue system at entrance maintaining 6 feet distance between customers.
- Do not allow entry of customers in groups
- Other instructions issued by the government from time to time.

2. CUSTOMERS

- Always use hand sanitizers before and after shopping
- Do not shake hands with visitors or shopkeepers etc
- Do not visit markets / public places if suffering from flu, cough or fever
- Maintain minimum distance of 3 feet (one meter) from other visitors and shopkeepers
- Get yourself medically tested if you are having any symptoms of Corona (flu, cough, fever or breathing issue)
- Do not touch your face with hands
- Always keep hand sanitizer with yourself
- Regularly use your sanitizers to disinfect hands
- Use of mask and gloves by staff
- Cooperate with the Administration / Management

SOPs – INDUSTRIAL UNITS

OFFICES

- Make sure workplaces are clean and hygienic at all times
- Clean workspaces and shared items with disinfectants (door handles, copy machines/printers, break rooms, remotes, light switches) three times daily. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Place sanitizer at entryways and provide employees with disinfecting wipes
- Put sanitizing hand rub dispensers in prominent places around the work place. Make sure these dispensers are regularly refilled
- Display posters promoting hand-washing, advice may be sought from health authorities
- Make sure that staff, contractors and customers have access to places where they can wash their hands with anti-bacterial soap and water
- Promote good respiratory hygiene in the workplace
- Ducts of air-conditioning systems must be properly disinfected and cleaned at all times
- Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
- Ensure that facemasks and/or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home and report to health authorities
- Reduce office staff to bare minimum
- Reduce office capacity by implementing staggered arrival, departure, and break times
- Modify workstations or stagger hours to increase space between staff, guests, and clients
- Schedule video or phone calls instead of face to face meetings
- Ask delivery drivers to call upon arrival and/or leave items outside the office instead of entering the lobby or reception area
- Place signs on entrances requesting that sick guests do not enter the building
- Practice social distancing by maintaining a 1 meter distance between staff and visitors
- Use alternate greetings such as waving or bowing
- Body temperature of all entering individuals shall be monitored at entry points by dedicated person(s) of the unit along with other symptoms including dry cough, flu, and muscular pains etc.
- Work from home routine should be developed for all employees as much as possible
- Make clear to employees that they will be able to count this time off as sick leave
- All messes & cafeterias to have sufficient space in between seating places in order to discourage people from eating together in groups

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- The Premises or the Unit, as the case may be, shall be staffed with trained clinical staff / doctor
- The Premises or the Unit, as the case may be, shall keep a hotline for availability of ambulance for immediate transfer in case of suspected person to main quarantine facility
- The Premises or the Unit, as the case may be, shall be closed immediately on confirmation of COVID-19 person as a result of lab test, and it shall continue to be so till thorough sanitization and disinfecting is undertaken
- Entry of unauthorized persons to the premises or the unit shall be banned forthwith
- Display of standard SOPs of COVID-19 at industries premises in urdu with pictorials – each and every person shall be communicated these instructions through sessions and other means
- Ventilation of air shall be ensured. This shall be carried out by keeping doors, and windows open
- All washrooms to be kept sanitized and disinfected, and shall be re-sanitized and disinfected after each use – including drying
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GOODS TRANSPORTATION IN INDUSTRIAL UNIT OR PREMISES:

- Raw materials, disassembled parts of machinery, and any other material required to be processed by an industrial unit for a finished product shall be only allowed to enter the industrial unit or premises after the vehicle is completely sanitized and disinfected at the entry point
- Temperature of the drivers, conductors, loaders and other staff of the vehicle transporting such materials shall be monitored at entry points along with other indicators of COVID-19 that are flu, cough and muscular pain etc
- No person(s) associated with such vehicles having any or all symptoms of COVID19 shall be allowed to enter the industrial unit or premises.
- The material like steel, wood, cloth, iron, plastic keep the COVID-19 for days, therefore, all such raw material shall be properly sanitized and disinfected before entry to an industrial unit or premises is granted
- Seating arrangement of such vehicles amongst the individuals occupying it shall be such that 3 feet distance is maintained

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- Individuals occupying such vehicles shall wash hands with soap before entry into an industrial unit or premises and, subsequently, their hands shall be sanitized. vii. Proper head gear, gloves, gown and masks shall be worn by the individuals occupying such vehicles. No person(s) without proper gear shall be allowed entry to industrial unit or premises

INDUSTRIAL ZONE

- Entry and Exit points to and from a zone shall be strictly monitored, and entry may be restricted, where possible. Record of all individuals and vehicles entering and exiting the premise shall be maintained
- The temperature of all the entrants to the zone may be checked along with other symptoms of COVID-19 that include flu, cough and muscular pain
- A holding area or quarantine shall be maintained to accommodate suspected persons till the receipt of results of their tests, and further process, in case of positive result of the test
- An Audit Team of Industries Department to visit every Zone daily, and check on all the above SOPs
- Similar action for the residential area of the Industrial Zone or individual Unit, as the case may be, may be taken

CORONA APP IN EACH INDUSTRY

- PITB to develop tracking app for all employees to be installed by all factory workers and individuals involved in any food processing process.
- This app will track movement of individuals to ensure they don't meet unnecessary people before, during or after work or violate partial shutdown rules.
- If found in violation an e- challan /fine will be issued to violater.
- Additionally this will help in tracing contact chain in case the particular individual contracts corona.
- If found corona positive this app will alert all contacts the individual has met that they may be possibly infected so they can go into immediate quarantine/ isolation.

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SOPs-PICTORIAL

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Step 1: Arrival of Staff



2: Disinfection of Staff vehicle



3: Arrival of Staff with Mask ON



Step 4: Air blow cleaning Shoes, pants, Shirts



Step 5: Hand Washing and Keep a distance of 1.5 m



Step 6: Body Temperature taking (Ok and Not Ok)

1. What happen when temperature is not Ok
2. Send Home report to authorities



Step 7: Apply Hand Sanitize



Step 8: No Thumb Attendance Use Facial attendance



Step 9: No Hand Shakes/No embracing

Before



After



Step 10: Provide Staff with mask and Hand Sanitizer



Step 12: Clean and Disinfect Company Mess/Food Serving area

1. Discontinue seating together Mess Service in factories



Step 13: Disinfect daily-machine handles



Step 14: Wash daily plant/factory floor with fernal



Step 15: Administration Offices

1. Ensure distant sitting 1.5 meter
2. Wear Mask
3. Use Hand sanitizer whenever you handle an object
4. Ensure Use of hand sanitizers prior to opening or closing, Cabinets, file areas, Paper documents originating from outside sources



Step 16: Rest Room/Washrooms/Toilets

- 1. Clean and disinfect every six hours**
- 2. Do not keep or use towels in public rest rooms**



COVID AT YOUR WORKPLACE

Simple ways to prevent the spread of COVID-19 in your work place

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate.

The low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.

They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic
- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads
- Promote regular and thorough hand-washing by employees, contractors and customers
- Put sanitizing hand rub dispensers in prominent places around the work place. Make sure these dispensers are regularly refilled
- Display posters promoting hand-washing—ask your local public health authority for these or look on www.WHO.int.
- Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote hand-washing
- Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
- Why? Because washing kills the virus on your hands and prevents the spread of COVID - 19
- Promote good respiratory hygiene in the workplace
- Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
- Ensure that facemasks and/or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Why? Because good respiratory hygiene prevents the spread of COVID-19
- Advise employees and contractors to consult national travel advice before going on business trips.

- Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home.
- They should also stay home (or work from home) if they have had to take simple Ordinary surgical facemasks rather than N95 facemasks, medications, such as paracetamol / acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection
- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
- Display posters with this message in your workplaces. Combine this with other communication channels commonly used in your organization or business.

NOTE: It is mandatory for all and any type of industrial unit operating in Punjab as well as all Industrial Estates, public or privately managed, to display the above instructions at every prominent place as well as follow the instructions in letter and spirit.

- Your occupational health services, local public health authority or other partners may have developed campaign materials to promote this message
- Make clear to employees that they will be able to count this time off as sick leave

SOPs- DISPLAYED AT INDUSTRIAL ESTATES





احتیاطی تدابیر برائے کورونا وائرس

کورونا وائرس کے پھیلاؤ کو روکنے کیلئے مندرجہ ذیل احتیاطی تدابیر تمام افراد اختیار کریں۔

1. فیکٹریوں کے باہر ہاتھ دھونے کا مکمل بندوبست کرنا، ماکان کی ذمہ داری ہے، فیکٹری اسپنہ ملازمین کی تعداد کے لحاظ سے مناسب انتظام کرے۔
2. ہاتھ ملانے اور گھٹے ملنے سے پرہیز کریں۔
3. مشترکہ استعمال کا سامان ورک سٹیشن، کمپیوٹر کی بورڈ، ٹیکس مشین اور ٹیلی فون کو استعمال کرتے وقت ڈسپوزل دستانے استعمال کریں۔
4. نزلہ، زکام یا فلو میں مبتلا شخص کے قریب نہ ہوں۔
5. ہر دو گھنٹے کے بعد کم از کم 20 سیکنڈ کیلئے صابن سے ہاتھ دھونا لازمی ہے۔
6. کھانے کے برتن دوسروں سے ہٹا کر رکھیں۔
7. بخار، کھانسی میں ماسک استعمال کریں۔ ڈاکٹر سے رجوع کریں اور ہیلپ لائن 1166 پر فوری رابطہ کریں۔
8. سڑکیوں کی ریلنگ، دروازوں کے ہینڈل کو چھونے سے گریز کریں۔ متعلقہ عہدے داران اپنے دفاتروں کے دروازے کھلے رکھیں۔
9. حفاظتی تدابیر پر عمل کروانا انتہائی اہم ہے اور متعلقہ ذمہ داران پر لازم ہے۔





**Punjab Industrial Estate Development and Management Company Head Office:
Commercial Area (North), Sundar Industrial Estate, Sundar-Raiwind Road Lahore**

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کورونا وائرس

آفس نوٹس

HELP LINE
1166

احتیاطی تدابیر برائے کورونا وائرس

کورونا وائرس کے پھیلاؤ کو روکنے کیلئے مندرجہ ذیل احتیاطی تدابیر تمام افراد اختیار کریں۔

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2. ہاتھ خانے اور نگلے ملنے سے پرہیز کریں۔
3. مشترکہ استعمال کا سامان ورک سٹیشن، کمپیوٹر کی بورڈ، فیکس مشین اور ٹیلی فون کو استعمال کرتے وقت ڈسپوزل دستانے استعمال کریں۔
4. نزل، زکام یا فلو میں مبتلا شخص کے قریب نہ ہوں۔
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9. حفاظتی تدابیر پر عمل کروانا انتہائی اہم ہے اور متعلقہ ذمہ داران پر لازم ہے۔

احتیاطی اقدامات | PREVENTIVE MEASURES



Cough or sneeze in a tissue
تھکے یا جھکے وقت تھکا استعمال کریں



Wash your hands
with soap and water
for 20 seconds
20 سیکنڈ تک صابن
اور پانی سے اپنے ہاتھ دھوئیں



Avoid close contact with
people who are sick
جائے دور سے
بیمار لوگوں سے



Stay at home
when you are unwell
بیماری کی صورت میں گھر
پر ہی رہنا



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