

Government of Jammu and Kashmir
Department of Disaster Management, Relief Rehabilitation & Reconstruction
(State Executive Committee)
Civil Secretariat, Jammu

Subject: Standard Operating Procedure for regulating activities of industries, industrial/commercial/private establishments- regarding.

Government Order No. 44- JK (DMRRR) of 2020.

D a t e d : 17 .04.2020

- 1) Whereas, the Government of India vide its Order No.40-3/2020-DM-I(A) dated 24.03.2020 read with order of even number dated 15.04.2020, has notified measures for lockdown all over the country w.e.f. 25th March, 2020, till 3rd May, 2020; and
- 2) Whereas, accordingly, the Deputy Commissioners, in their capacity as the Chairpersons of District Disaster Management Authorities, have issued orders for enforcing lockdown in their respective districts since 25th March, 2020, to be in force till 3rd May, 2020; and
- 3) Whereas, consequent upon Government of India's decision to allow some select additional activities, it has been felt necessary to lay down certain instructions/Standard Operating Procedure (SOP) to facilitate the functioning of these activities while observing norms of social distancing.
- 4) Now, therefore, in exercise of powers conferred upon me, in my capacity as the Chairperson of State Executive Committee, under Section 24 of the Disaster Management Act, 2005, the instructions and SOP annexed with this order are notified for regulating activities of industries, industrial/commercial/private establishments. Some provisions are more stringent keeping in view the requirements of J&K.


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(B. V. R. Subrahmanyam)
Chief Secretary
Chairperson, State Executive Committee

No. DMRRR/PS/Secy/SSI/2020

Dated: 17.04.2020.

Copy to:

1. Financial Commissioner, Health and Medical Education Department.
2. Principal Secretary to the Lieutenant Governor, J&K.
3. Commissioner/Secretary to the Government, Industries & Commerce Department.
4. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
5. Divisional Commissioner, Kashmir/Jammu.
6. Inspector General of Police, Kashmir/Jammu.
7. All Deputy Commissioners.
8. Director, Industries and Commerce, Kashmir/Jammu.
9. All Superintendents of Police.
10. Private Secretary to the Chief Secretary.
11. Private Secretary to the Secretary to Government, DMRR&R.
12. Incharge Website, GAD.
13. Government Order/Stock file.

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1. No industrial/ manufacturing activity shall be allowed in the red zone areas declared by the authorities.
2. In reference to instructions passed by Ministry of Home Affairs, Government of India vide No: 40-3/2020-DM-1(A) wherein the states have been authorised to notify orders under Essential Commodities Act 1955 by relaxing the requirement of obtaining prior concurrence of Central Government in this regard upto June 2020, the Food Civil Supplies and Consumer Affairs Department Government of J&K in this regard has declared various manufacturing activities as essential.
3. **Therefore in light of the consolidated guidelines** issued by Ministry of Home Affairs, Government of India vide No. 40-3/2020-DM-I(A) dated 15th April, 2020, **the Government of J&K shall allow manufacturing of following:**

a. **Essential Commodities:**

- i. **Basic food processing activities** (Flour, Dal, Rice, Oil Processing, Iodized Salt, Spices, Bread, Milk processing, raw material and intermediates)
- ii. **Packed processed food items** like Biscuits, Sauces, Juices, Jams, Soya Nuggets, Flavours & Fragrances for groceries, Cocoa Butter for food supplements, dairy products and baby food products.
- iii. **Pharmaceuticals** (Active ingredients, Lifesaving drugs, medicines, Hand sanitizers, Surgical Bandage, Masks, Oxygen gas, raw material and intermediates)
- iv. **Soaps, disinfectants & detergents** and ingredients like Turpentine oil.
- v. **Agro products** (Agrochemicals & Pesticides, Cattle Feed, Animal & Poultry Feed)
- vi. **Packaging Material**
- vii. **Cold Storages**
- viii. **Packaged Drinking Water**
- ix. **Cotton masks**

b. **Manufacturing activities that will be allowed on case to case basis** based on the requirement are:

- i. Units **repairing transformers and parts thereof** (like HT, LT, Bush Rod, DPC Copper and DPC Aluminum wires) for Power supply/ distribution,
- ii. Units producing **Cardboard/ wooden Boxes** for apple/fruit packing

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- iii. **Industries operating in rural areas** i.e. outside the limits of municipal corporation and municipalities producing items other than those mentioned at 3 (a).
 - iv. **Brick Kilns** in rural areas i.e. outside the limits of municipal corporations and municipalities
 - v. Production units, **which require continuous process and their supply chain.**
- c. **Besides, Manufacturing activities within Industrial Estates that will be allowed on case to case basis based on the requirement for:**
- i. Units where **arrangements for stay of workers within the premises** and/ or adjacent building is made.
 - ii. Manufacturing of **Medical/ health infrastructure items** including raw material and intermediates.
 - iii. Fabrication units for **Sanitisation/ fumigation tunnels.**
 - iv. Any other such specific manufacturing activity if it is essential for **meeting the requirement of the Government.**
 - v. Projects like **development /construction and other works of Industrial Estates.**

4. The following **services** shall also be allowed:

- a. **Print and Electronic Media** including broadcasting, DTH and Cable services
- b. **IT & IT enabled services** with strength upto 50%.
- c. **Data and Call Centres** for Government activities only.
- d. Government approved **Common Service Centres (CSCs).**
- e. **E- Commerce** Companies.
- f. **Courier Services**
- g. **Cold Storage and Warehousing** services, including at airports, railway stations, individual units and other links in the logistics chain.
- h. **Private security services** and facilities management services for maintenance and upkeep of office and residential complexes.
- i. **Hotels, home stays, lodges and motels,** which are accommodating persons stranded due to lockdown, medical and emergency staff and air crew.
- j. Establishments used/ earmarked for **quarantine facilities.**
- k. Services other than these **provided by self-employed persons shall not be allowed.**



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Standing Operating Procedures to be followed by Industrial Units

All these manufacturing and services units shall be allowed subject to the following norms:

1. **Efforts will be made at minimizing the commuting.**
 - a. As far as possible, all workers are to be accommodated within the premises and/ or in adjacent buildings. **Boarding, lodging arrangement in and around premises** of the units shall be made.
 - b. Wherever it is not possible to accommodate the staff/ workers in the unit premises, **separate dedicated transport arrangement** shall be made for ferrying workers without any dependence on the public transport system. These vehicles should be allowed to ply with only 30-40% passenger capacity.
 - c. Small unit holders may organise pooled **buses through associations** for ferrying work force.
2. **Sanitisation of high quality of premises shall be ensured.**
 - a. **All areas in the premises** including entrance gates, cafeteria and canteens, meeting rooms, halls, corridors, common areas, equipments, lifts, washrooms, toilets, sinks, water points, walls and other surfaces **shall be disinfected completely.**
 - b. All **vehicles and machinery entering the premise** should be disinfected by spray mandatorily.
 - c. All units shall sanitise their work places **between shifts. Frequent cleaning** of common surfaces and mandatory hand washing shall be ensured.
3. **Health and Hygiene of high standard** shall be ensured by Unit holders/ management.
 - a. **Face masks** shall be provided to all workers. Hygienic environment shall be maintained. **Temperature screening** shall be mandatory for everyone entering and exiting the workplace. Units shall ensure **single entry point** for workers.
 - b. **Chewing Gutka, Tobacco** etc and spitting should be strictly prohibited.
4. **Social Distancing** shall be ensured.
 - a. **Large gathering** or meetings of 10 or more people to be discouraged



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- b. **Seating at least 6 feet away** from others on job sites would be mandatory.
 - c. **No more than 2/4 persons** (depending on size) will be allowed to travel in lifts or hoists. Use of staircase should be encouraged.
 - d. Shifts may be so operated that it does not leads to crowding during beginning/ end of the shifts. Work places shall have a **gap of one hour between shifts** and will stagger the lunch breaks of staff to ensure social distancing.
 - e. There will be **total ban on non-essential visitors** at sites.
5. **Work from Home** for **Persons above 65 years of age** and persons with co-morbidities and **parents of children below the age of 5 years** may be encouraged.
 6. **Use of Arogyasetu** will be encouraged for all employees both private and public.
 7. **Medical insurance** for the workers will be mandatory.
 8. **Intensive Communication and training** on good hygiene practices shall be taken up. **Hospitals/ Clinics in the nearby areas**, which are authorised to treat COVID19 patients **should be identified** and list should be **available at work place** for all the times.
 9. **Units to operate with reduced manpower in shifts.**
 - a. The units shall **operate with not more than one third of the staff** and management to ensure maintenance of social distancing at workplace. This **shall not apply to very small units** with overall staff strength less than 20 persons.
 - b. However, the said condition shall **be relaxed** to the extent of 60% in case of **pharmaceutical manufacturing units** on case to case depending on the requirement of the units.
 - c. The said stipulation shall also **not apply in cases where the labour is residing inside** the unit premises.
 10. **Workers not to be allowed from red zones, colonies/basties** where COVID19 cases are suspected.

These conditions shall be strictly implemented by the unit holders in the units allowed to operate. **Weekly inspections** will be carried out by the **teams of functional managers and industry promotion managers** to be constituted by General Manager DICs. **Director of Industry and Commerce (Kashmir/ Jammu)** shall supervise and ensure complete compliance.



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Procedure to be followed for operationalization of the Units allowed

1. Units falling in the category of essential supplies production/ services as permitted category **shall apply to General Manager DICs** with details of the workers and production line to be started. They shall also indicate requirement of vehicle and manpower movement passes required for raw material/ finished products as well as work force.
2. After verification of details, GM DICs shall forward the request to the Director of Industries and Commerce. **The Directors** shall examine the request in light of the instructions of the government issued in this regard and **shall issue orders for permission to operate** the units stating the details of the unit, line of activity allowed and also the minimum manpower allowed for the unit. Besides also the **requirement of vehicle and manpower passes** shall also be stated.
3. Unit holders shall **not approach the DC office directly**. They shall approach GM DICs of respective districts to get passes for vehicles and individuals who have to essentially commute for running the units. **GM DICs will take up the request with DC office** for ensuring that essential requirement is met for **ensuring smooth movement of vehicles** for ferrying manpower, bringing raw material and transporting finished goods. GM DICs shall liaison with DC office to seek the required movement passes and facilitate the units accordingly.
4. GM DICs shall ensure that all above instructions and mandatory requirements are complied by the unit holders in letter and spirit. **Weekly inspections** shall be carried out to ensure the same.
5. Wherever inter-district movement is essentially required the **passes** shall be issued by district administration specifically **allowing validity for inter-district** movement.
6. Any unit **if found violating** the requirements/ compliances as stated shall be **liable for strict action** and permission to operate the unit shall be withdrawn.

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