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## परिपत्रक

विषय : कोवीड-१९ च्या व्यवस्थापनाबाबत राज्य शासनाच्या मार्गदर्शक सूचना.

- संदर्भ : १) परिपत्रक क्र मासं/रवका/न.क्र. १/कॅंप पुणे दि. २२.०३.२०२०.  
२) परिपत्रक क्र मासं/रवका/न.क्र. १/Covid-१९-१/कॅंप पुणे दि. १३.०४.२०२०.  
३) परिपत्रक क्र मासं/रवका/न.क्र. १/Covid-१९-२/११५६ दि. १९.०४.२०२०.  
४) परिपत्रक क्र मासं/रवका/न.क्र. १/Covid-१९-५/११९४ दि. २३.०४.२०२०.  
५) महाराष्ट्र शासन आदेश क्र. डीएमयु/२०२०/सीआर १२/डीसएम-१ दि. ०२.०५.२०२०.

महाराष्ट्र शासनाकडून आपत्ती व्यवस्थापन कायदा २००५ च्या अनुषंगाने कोवीड-१९ च्या व्यवस्थापनाबाबत तसेच बंद (Lock Down) शिथिल झाल्यानंतर कार्यालये, कामाची ठिकाणे, कारखाने आणि आस्थापना यांच्याकरीता सामाजिक अंतर राखण्याबाबतची आदर्श कार्यपध्दती विहित करण्यात आलेली आहे.

२. राज्य शासनाच्या आदेशान्वये राज्यात काही निवडक संस्था आणि आस्थापना यांच्याकरीता दि.२०.०४.२०२० पासून बंद शिथिल करण्यात आले आहे. त्यानुसार महावितरण कंपनीचा सदर आस्थापनांमध्ये समावेश होतो. यास्तव बंद शिथिल करीत असतांना कोवीड- १९ च्या व्यवस्थापनाबाबतच्या मार्गदर्शक सूचना तसेच कार्यालये, कामाची ठिकाणे, कारखाने आणि आस्थापना यांच्याकरीता सामाजिक अंतर राखण्याबाबतची आदर्श कार्यपध्दती शासनाच्या आदेशान्वये विहित करण्यात आलेली आहे. राज्य शासनाचा संदर्भित आदेश माहितीस्तव यासोबत जोडलेला आहे.

३. शासनाकडून नियंत्रित केलेले बाधीत क्षेत्र (Containment Zones) म्हणून जाहीर केलेल्या क्षेत्रामध्ये सदरच्या सूचना लागू असणार नाहीत, तसेच एखाद्या क्षेत्राचा पूर्वी घोषित झालेल्या क्षेत्राच्या परिस्थितीत बदल होउन नव्याने अशा गटात समावेश करण्यात आल्यास त्या क्षेत्रामध्ये लागू करण्यात आलेल्या सूचना तात्काळ रद्द समजण्यात येतील आणि राज्यशासनामार्फत प्रसारीत करण्यात आलेल्या सूचनांनुसार सदर क्षेत्रामध्ये कार्यवाही करण्यात येईल.

४. सद्यस्थितीत कोरोना विषाणू रोगाचा प्रसार टाळण्यासाठी महाराष्ट्र शासनाने संदर्भिय क्र ५ मधील आदेशान्वये कोवीड-१९ विषाणूच्या संक्रमणाचे प्रमाण विचारात घेउन सर्व जिल्हयांची 'रेड, ऑरेंज व ग्रीन' या तीन क्षेत्रांमध्ये विभागणी केली आहे. त्याचप्रमाणे सदर आदेशासोबत जोडलेल्या मार्गदर्शक सूचना महावितरण कंपनीस लागू असून, शासन आदेशान्वये पारीत करण्यात आलेल्या मार्गदर्शक सूचनांचे काटेकोरपणे पालन करण्यात यावे, त्यापैकी खालील महत्वाच्या सूचनांकडे सर्व कर्मचाऱ्यांचे लक्ष वेधण्यात येत आहे.

### क) सर्वसाधारण सूचना

- i. कंपनीची कार्यालये व कर्मचाऱ्यांच्या वसाहती वरील तीन क्षेत्रापैकी कोणत्या क्षेत्रामध्ये आहेत हे विचारात न घेता, त्या ठिकाणची सर्व प्रेक्षागृहे, व्यायामशाळा, क्रिडा सुविधा, सभागृहे, मनोरंजन सुविधा, पाळणाघरे, वाचनालये इत्यादी बंद राहतील.

- ii. कंपनीच्या १००% कर्मचाऱ्यांनी आरोग्य सेतू या ॲपचा वापर करणे बंधनकारक राहिल, कार्यालय/ शाखा प्रमुख याबाबतची शहानिशा करतील.
- iii. शासन आदेशासोबतच्या जोडपत्र १ मधील मुद्दा क्र. ६ नुसार सार्वजनिक ठिकाणी थुंकणे ही बाब प्रतिबंधित करण्यात आली असून असे कृत्य करणारी व्यक्ती दंडात्मक शिक्षेस पात्र असेल.
- iv. वरील तीन क्षेत्रांमध्ये ऑनलाईन प्रशिक्षणा व्यतिरिक्त इतर कोणत्याही प्रशिक्षणास परवानगी देण्यात येणार नाही.
- v. मुख्य अभियंता, स्थापत्य परिमंडल, खालील मुद्द्यांबाबत योग्य ती कार्यवाही करतील.
  - शासन आदेशासोबतच्या जोडपत्र १ मधील मुद्दा क्र. १३, १४, १५ व १८ ची काटेकारेपणे अंमलबजावणी.
  - सुरक्षा कर्मचाऱ्यांसाठी Face Mask / Cover व सफाई कर्मचाऱ्यांसाठी Face Mask / Cover आणि रबरी हातमोजे (Hand Gloves) पुरविण्यात यावेत. तसेच, सुरक्षारक्षकाकडे योग्य प्रतीचा सॅनिटायझर उपलब्ध करून देण्यात यावा. सुरक्षारक्षकाने कंपनीच्या कार्यालयात येणाऱ्या प्रत्येक व्यक्तीस किमान ७ मिलीलिटर सॅनिटायझर हातावर देऊन सदर व्यक्ती योग्य रित्या तळहातांना मागेपुढे लावेल याची शहानिशा करेल.
  - शासनाकडून जाहीर केलेल्या तीन क्षेत्रांमध्ये तसेच नियंत्रित करण्यात आलेल्या बाधित क्षेत्रांमध्ये वारंवार बदल होत असतात त्यानुसार कार्यालये किंवा कर्मचारी वसाहती कोणत्या क्षेत्रांमध्ये येतात याची दैनंदिन सद्यस्थिती तपासणे.
  - ज्या ठिकाणी गर्दी होण्याची शक्यता आहे अशा ठिकाणी ६ फुटांचे अंतरावर खुणा (Marking of Places) करणे.
  - वापर करण्यात आलेले Disposable Face Mask / Cover व रबरी हातमोजे (Disposable Hand Gloves) वापरून झाल्यानंतर त्याची विल्हेवाट लावण्याकरीता प्रत्येक कार्यालयामध्ये झाकण असणारी कचरापेटी (covered Dust Bin) उपलब्ध करण्यात यावी. तसेच, सदरच्या कचरापेटीतील कचरा इतर कचऱ्याबरोबर एकत्रीत न करता, तो विलगीकरण करण्यात यावा.
- vi. कर्मचाऱ्यांना सायंकाळी ७ पूर्वी घरी पोहोचता यावे याकरीता कंपनीची प्रशासकीय कार्यालय शक्यतो वेळेत बंद करण्यात यावीत.
- vii. गरोदर महिला आणि वैद्यकीयदृष्ट्या गंभीर समस्या असलेले अधिकारी व कर्मचाऱ्यांना अपरिहार्य परिस्थिती वगळता घरून काम (Work from Home) करण्यास परवानगी देण्यात यावी.
- viii. महाराष्ट्र शासन निर्णय क्र समय/२०२०/प्र.क्र.३५/१८(र व क) दि.२१.०४.२०२० अन्वये Lock Down कालावधीत शासकीय कार्यालयामध्ये कामकाज करण्यासाठी उपस्थित राहण्यापासून सर्व दिव्यांग अधिकारी / कर्मचारी यांना सुट दिली आहे. याच धर्तीवर, महावितरण कंपनीमधील दिव्यांग अधिकारी / कर्मचारी यांना कार्यालयामध्ये कामकाज करण्यासाठी उपस्थित राहण्यापासून सुट देण्यात येत आहे.
- ix. सर्व सक्षम अधिकारी / नियंत्रण अधिकारी यांनी कोव्हीड-१९ विषाणूबाबत शासनाकडून व स्थानीक पातळीवर वेळोवेळी निर्गमित केलेल्या आदेशाचे उल्लंघन होणार नाही याची दक्षता घ्यावी. अन्यथा आपत्ती व्यवस्थापन कायदा २००५ चे कलम ५१ ते ६० व भारतीय दंड संहिता १८६० चे कलम १८८ नुसार कारवाई सामोरे जावे लागेल.
- x. जर एखादे कार्यालय बऱ्याच कालावधीपासून बंद स्थितीत असेल तर तेथे योग्यतऱ्हेची साफसफाई व निर्जंतूकीकरण करणेबाबत कार्यवाही करावी.
- xi. कंपनीचा कोणताही कर्मचारी कोव्हीड-१९ विषाणूबाधित झाल्याचे समजताच नियंत्रण अधिकारी यांनी त्या बाबतचा तपशील संबंधित स्थानिक प्रशासनास तात्काळ कळवितील.



**ख) प्रशासकीय कार्यालयात घ्यावयाची काळजी :**

- i. कार्यालयात उपस्थित राहणाऱ्या सर्व कर्मचाऱ्यांनी व सुरक्षा रक्षकांनी वैयक्तिक 'Face Mask / Cover' चा वापर करणे बंधनकारक असेल, जे कर्मचारी 'Face Mask / Cover' परिधान करणार नाहीत त्यांना सुरक्षा रक्षकाकडून कार्यालयात प्रवेश नाकारण्यात येईल.
- ii. कार्यालयात येणारे अधिकारी, कर्मचारी, संबंधितांचे वाहन चालक, सुरक्षा रक्षक आणि अभ्यागत यांची दररोज येतेवेळी आणि जातेवेळी तसेच आवश्यकता भासल्यास इतर कोणत्याही वेळी तापमापक (Thermal Scanning) यंत्राद्वारे तपासणी करण्यात यावी.
- iii. अधिकारी, कर्मचारी यांना वाहन चालकाचा वापर न करता स्वतः वाहन चालन करण्यास प्रोत्साहित करण्यात यावे, तसेच अशा वाहनांचा कार्यालयीन प्रवेश करण्याची परवानगी मर्यादित ठेवावी.
- iv. उदवाहकाचे (Lift) आकारमान विचारात घेऊन एकावेळेस फक्त २ ते ४ व्यक्तींना विरुद्ध दिशांना उभे करून सामाजिक अंतर ठेवून उदवाहकाच्या वापर करण्यास परवानगी देण्यात यावी, अशा ठिकाणी प्रामुख्याने जिऱ्याचा वापर करण्यात यावा. विद्युत उपकरण, उदवाहक, इत्यादी करीताच्या बटन प्रेस करण्याकरीता हातांचा वापर न करीता पेन, पेन्सिल, काठी इत्यादींचा वापर करावा.
- v. अधिकारी / कर्मचारी यांनी अभ्यागतांस भेटीची परवानगी देवू नये, महत्वाच्या तथा अपवादात्मक प्रकरणी वरीष्ठ अधिकाऱ्यांची परवानगी घेऊन सुरक्षा कर्मचारी अभ्यागतांस भेटीसाठी प्रवेश देऊ शकतील. कर्मचाऱ्यांनी त्यांच्या वरिष्ठांच्या पूर्व परवानगी शिवाय कंपनीच्या अथवा दुसऱ्या आस्थापनेच्या कोणत्याही कार्यालयास भेट देवू नये
- vi. कर्मचाऱ्यांना जेवणासाठी ३० मिनिटांचा वेळ ठरवून देण्यात यावा, तसेच उपहारगृहा मध्ये गर्दी होणार नाही आणि सामाजिक अंतर राखण्याच्या दृष्टीकोनातून एका कक्षातील कर्मचाऱ्यांना आळीपाळीने ५ मिनिटांच्या अंतराने दुपारच्या जेवणास परवानगी देण्यात यावी.
- vii. कार्यालयातील सामाईक जागा, कॉरीडॉर, कोपरे, जिने व काना कोपरे येथे थुंकण्यास प्रतिबंध करण्यात यावा.
- viii. प्रवेशद्वार व बाहेर जाण्याच्या मार्गावर तसेच स्वागतकक्ष (Reception), उदवाहक, जिने, दरवाजे येथे सामाजिक अंतर राखण्याच्या दृष्टीकोनातून दोन व्यक्तींमध्ये कमीत कमी ६ फुटांचे अंतर असावे याकरीता सुरक्षा रक्षक यांना सहकार्य करावे.
- ix. नजिकच्या क्षेत्रातील कोवीड-१९ वर उपचार करण्यास अधिकृत इस्पितळे/ आरोग्य संस्था यांची माहिती घेण्यात यावी आणि कामाच्या ठिकाणी त्याची यादी सर्वकाळ उपलब्ध करून द्यावी.
- x. सुरक्षा रक्षक यांनी प्रवेशद्वारावर उपलब्ध करून देण्यात आलेल्या नोंदवहीमध्ये कार्यालयामध्ये येणाऱ्या प्रत्येक व्यक्तीची पूर्ण व अचूक नोंद ठेवावी.
- xi. कंपनीचे दैनंदिन प्रशासकीय कामकाज शक्यतो ई-मेल, दुरध्वनी, व्हिडिओ कॉन्फरन्स (VC) द्वारे करण्यात यावे.
- xii. कार्यालयामध्ये दोन कर्मचाऱ्यांच्या बैठक व्यवस्थेमधील अंतर कमीत कमी २ मिटर असणे जरूरीचे आहे.
- xiii. कंपनीने दिलेले ओळखपत्र व गणवेश परिधान करणे बंधनकारक आहे.
- xiv. कार्यालय, परिसर, उपहारगृह, जिने, उदवाहक, स्वच्छतागृहे आणि कंपनी वसाहत याची साफसफाई / वेळोवेळी निर्जंतूकीकरण प्राधान्याने करण्याबाबतची खबरदारी घ्यावी.
- xv. अधिकारी / कर्मचारी कर्तव्यावरून घरी परत गेल्यावर लगेच स्वच्छ पाण्याने व साबनाने अंघोळ करावी.
- xvi. मास्क वापरताना सदर मास्क तोंड व हनुवटी झाकून जाईल असे वापरावे.
- xvii. अधिकारी / कर्मचाऱ्याने वारंवार हात चेहरा, नाक, तोंड, तसेच डोळ्यास स्पर्श करू नये.

ग) उपकेंद्रात काम करणाऱ्या कर्मचाऱ्यांनी घ्यावयाची काळजी :

- i. सर्व कर्मचाऱ्यांनी वैयक्ती 'Face Mask / Cover' चा वापर करणे बंधनकारक असेल.
- ii. कंपनीने दिलेले ओळखपत्र व गणवेश परिधान करणे बंधनकारक राहिल.
- iii. ग्राहकांशी संपर्क आल्यास अथवा इतर साहित्य हाताळणी केल्यास हात पाण्याने व साबनाने २० सेकंद स्वच्छ धुवावे अथवा किमान ७ मिलीलिटर योग्य प्रतिचा सॅनिटायझर हातावर घेऊन दोन्ही तळहातांना मागेपुढे लावावे.
- iv. कर्मचारी कर्तव्यावरून घरी परत गेल्यावर लगेच स्वच्छ पाण्याने व साबनाने अंघोळ करतील.
- v. ज्या उपकेंद्रामध्ये शाखा कार्यालये आहेत अशा ठिकाणी कर्मचाऱ्यांनी सामाजिक अंतराचे नियम तंतोतंत पाळावे व नियम पाळण्यासाठी कर्मचारी / ग्राहक यांनाही प्रोत्साहित करावे.
- vi. अभ्यांगत / कर्मचाऱ्यांची संपर्क साधलेल्याची अचुक नोंद ठेवण्यात यावी.
- vii. मास्क वापरताना सदर मास्क तोंड व हनुवटी झाकून जाईल असे वापरावे.
- viii. उपकेंद्रातील कर्मचारी हे प्रत्येक शिफ्ट च्या सुरुवातीस वापरण्यात आलेली उपकरणे तसेच नियमित पणे स्पर्श केलेल्या वस्तु आणि पृष्ठभागाचे निर्जंतुकीकरण करावे.
- ix. कर्मचाऱ्याने वारंवार हात चेहरा, नाक, तोंड, तसेच डोळ्यास स्पर्श करू नये.

घ) क्षेत्रीय कार्यालयातील / फिरते पथक / चाचणी विभाग व संचलन व सुव्यवस्थेतील कार्यरत कर्मचाऱ्यांनी घ्यावयाची काळजी :

- i. सर्व अधिकारी व कर्मचाऱ्यांनी वैयक्ती 'Face Mask / Cover' चा वापर करणे बंधनकारक असेल.
- ii. दैनंदिन प्रवासाची मर्यादित साधने विचारात घेता तसेच आवश्यकतेनुसार कर्मचाऱ्यांच्या कामाच्या वेळेमध्ये बदल करण्यात यावा.
- iii. जे कर्मचारी व्यक्तीशः ग्राहकांच्या संपर्कात येतील, त्यांनी सदर ग्राहकाची अचुक नोंद ठेवावी.
- iv. ग्राहकांशी संपर्क साधतांना सामाजिक अंतराचे नियम तंतोतंत पाळावे व नियम पाळण्यासाठी ग्राहकांनाही प्रोत्साहित करावे.
- v. ग्राहकांना ऑन लाईन सेवेचा लाभ घेण्यासाठी प्रोत्साहित करावे.
- vi. समूहाने काम करण्याचे टाळावे. जिथे समूहाने काम करणे जरूरीचे आहे अशा ठिकाणी कमीत कमी कर्मचाऱ्यांचे वेगवेगळे समूह तयार करावे जेणेकरून एका समूहाचा दुसऱ्या समूहासोबत संपर्क येणार नाही असे नियोजन करावे.
- vii. शिफ्ट च्या सुरुवातीस वापरण्यात आलेली उपकरणे तसेच नियमित पणे स्पर्श केलेल्या वस्तु आणि पृष्ठभागाचे निर्जंतुकीकरण करावे.
- viii. कंपनीने दिलेले ओळखपत्र व गणवेश परिधान करणे बंधनकारक राहिल.
- ix. ग्राहकांशी संपर्क आल्यास अथवा इतर साहित्य हाताळणी केल्यास हात पाण्याने व साबनाने २० सेकंद स्वच्छ धुवावे अथवा किमान ७ मिलीलिटर योग्य प्रतिचा सॅनिटायझर हातावर घेऊन दोन्ही तळहातांना मागेपुढे लावावे.
- x. सर्व कर्मचाऱ्यांनी 'Face Mask' चा वापर केल्यानंतर ते इतरत्र न टाकता कागदामध्ये झाकून बंद कचरापेटीत टाकावेत.
- xi. अधिकारी / कर्मचाऱ्याने वारंवार हात चेहरा, नाक, तोंड, तसेच डोळ्यास स्पर्श करू नये.





- xii. कर्मचारी कर्तव्यावरून घरी परत गेल्यावर लगेच स्वच्छ पाण्याने व साबनाने अंघोळ करतील.  
xiii. मास्क वापरताना सदर मास्क तोंड व अनुवटी झाकून जाईल असे वापरावे.

५. वरील सुचना या मार्गदर्शक सुचना असून शासनाने, स्थानीक प्रशासनाने कोव्हीड-१९ बाबत वेळोवेळी पारीत केलेले आदेश याचे सर्व अधिकारी / कर्मचाऱ्याने काटेकोरपणे पालन करावे.

६. सदर परिपत्रक कंपनीच्या e-Library वर उपलब्ध करण्यात आलेले आहे.

सोबत : १) महाराष्ट्र शासन आदेश दि.०२.०५.२०२०



(कमांडर शिवाजी इंदलकर) (से.नि.)  
मुख्य महाव्यवस्थापक (मासं)

**GOVERNMENT OF MAHARASHTRA**  
**Department of Revenue and Forest, Disaster Management,**  
**Relief and Rehabilitation, Mantralaya, Mumbai- 400 032**  
**No: DMU/2020/CR. 92/DisM-1, Dated: 2<sup>nd</sup> May 2020**

**ORDER**

**Extension to Lockdown and Revised Guidelines on the measures to be taken for containment of COVID-19 in the State**

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**Reference:**

- 1) Revenue and Forest, Disaster Management, Relief and Rehabilitation Department Order No. DMU-2020/C.R.92/DMU-1, dated 25th March 2020, 15th April 2020, dated 17th April, 2020, 21st April 2020, 23rd April 2020, 24th April 2020, 28th April 2020, 30<sup>th</sup> April 2020 and 1<sup>st</sup> May 2020
- 2) Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) Dated 15th April, 2020, 19th April, 2020, 21st April, 2020, 24th April, 2020, 29th April 2020 and 1<sup>st</sup> May 2020

Whereas, in exercise of the powers, conferred under the Disaster Management Act 2005, the undersigned, in his capacity as Chairperson, State Executive Committee has issued an Order dated 15<sup>th</sup> April, 2020 to extend the lockdown measures up to 3<sup>rd</sup> May, 2020 and issued revised consolidated guidelines vide Order dated 17<sup>th</sup> April 2020 to contain the spread of COVID-19.

Whereas, the Ministry of Home Affairs, Government of India vide its order dated 1<sup>st</sup> May 2020 has extended lockdown measures and guidelines for further period of two weeks i.e. up to 17<sup>th</sup> May 2020 with effect from 4<sup>th</sup> May 2020 for containment of COVID-19 epidemic in the country.

Whereas, the consolidated revised guidelines will not apply in containment zones, as demarcated by the concerned authorities. If any new area is included in the category of a containment zone, the activities allowed in that area till the time of its categorization as a containment zone, will be suspended except for those activities as are specially permitted under the guidelines of Ministry of Health and Family Welfare (MoHFW), Government of India.

Whereas, in exercise of the powers, conferred under the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, hereby issues directions to extend these lockdown measures till 17<sup>th</sup> May 2020 and all

*Ajit*

Departments of Government of Maharashtra shall strictly implement the enclosed revised guidelines.

BY ORDER AND IN THE NAME OF THE GOVERNOR OF MAHARASHTRA

  
(AJAY MEHTA)

CHIEF SECRETARY

GOVERNMENT OF MAHARASHTRA

**Copy to:**

1. Principal Secretary to Hon'ble Governor of Maharashtra, Mumbai,
2. Hon'ble Chairman, Maharashtra Legislative Council,
3. Hon'ble Speaker, Maharashtra Legislative Assembly,
4. Principal Secretary to Hon'ble Chief Minister, Government of Maharashtra,
5. Secretary to Hon'ble Deputy Chief Minister, Government of Maharashtra,
6. Private Secretary to Leader of Oppostion, Legislative Council / Assembly,
7. Private Secretaries of All Hon'ble Minister/Minister of State, Mantralaya,
8. All Additional Chief Secretaries/Principal Secretaries/Secretaries of Government of Maharashtra,
9. Director General of Police, Maharashtra State, Mumbai,
10. Principal Secretary, Public Health Department, Mantralaya,
11. Secretary, Medical Education, Mantralaya,
12. All Divisional Commissioners in the State,
13. All Commissioners of Police in the State,
14. All Commissioners of Municipal Corporations in the State,
15. All District Collectors,
16. All Chief Executive Officers, Zilla Parishad,
17. All District Superintendents of Police in the State.



**GOVERNMENT OF MAHARASHTRA**  
**Department of Revenue and Forest, Disaster Management,**  
**Relief and Rehabilitation, Mantralaya, Mumbai- 400 032**  
**No: DMU/2020/CR. 92/DisM-1, Dated: 2<sup>nd</sup> May 2020**

**Subject: New Revised Guidelines on the measures to be taken for containment of COVID-19 in the State during extended period of Lockdown upto 17<sup>th</sup> May 2020 with effect from 4<sup>th</sup> May 2020**  
[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 1<sup>st</sup> May, 2020 and Govt. of Maharashtra Notification No DMU/ 2020/CR. 92 /DisM-1 dated 2<sup>nd</sup> May, 2020 of Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation]

1. With the extension of the Lockdown period for a further period of two weeks with effect from 4<sup>th</sup> May 2020, new guidelines, as under, will be applicable based on the risk profiling of the districts into Red (Hotspot), Green and Orange zones.
2. **Identification of Red (Hotspots), Green and Orange Zones**
  - i. Based on their risk profile, the criteria for dividing the districts of the State into three zones, viz., **green, red and orange**, will be as follows:
    - a. **Green Zones:** Green Zones shall be defined as per the following criteria: districts with zero confirmed case till date; or; districts with no confirmed case in the last 21 days.
    - b. **Red Zones or Hotspot Districts:** Districts shall be defined as Red Zones or Hotspot districts, by Ministry of Health and Family Welfare (MoHFW), Government of India (GoI), taking into account total number of active cases, doubling rate of confirmed cases, extent of testing and surveillance feedback.
    - c. **Orange Zones:** Districts, which are neither defined as Red nor as Green Zones, shall be Orange Zones.
  - ii. MoHFW will share the list of Red Zone (Hotspot), Orange Zone and Green Zone districts and related information with the State periodically. The District Collector, on review, may consider inclusion of **additional areas** as Red Zone (Hotspots) and Orange Zone depending on the extent of spread of COVID-19 infection. **However, it shall not lower the classification of any district, that is included in the list of Red Zone (Hotspots) and Orange Zone districts by MoHFW.**
  - iii. The Districts classified either as Red or Orange Zones, may have one or more Municipal Corporation (MC) areas. In such cases, the District administrations may make an assessment of the distribution of cases - within the jurisdiction of the MC(s);

*Ajith*



and the area falling outside the MC(s) boundaries. In such cases, the classification of zones shall be as follows:

- a. In case the district is classified as a Red Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labeled as an Orange Zone. However, due caution may be exercised in such areas so that they remain free from COVID-19 cases.
- b. In case the district is classified as an Orange Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labeled as a Green Zone. However, due caution may be exercised in such areas so that they remain free from COVID-19 cases.
- c. In case in the area of the district outside the limits of the MC (s) does have one or more confirmed case(s) in the last 21 days, this part of the district shall continue to be labeled as a Red or Orange Zone, as per the classification of the district.
- d. While assessing the classification of a zone, cases should be registered in the zone where the case originates, rather than where it is treated.

### 3. Identification of Containment Zones

- i. Containment Zones shall be demarcated within **Red (Hotspots) and Orange Zones** by the District Administrations in judicious manner based on the guidelines of MoHFW. The boundary of the Containment Zone shall be defined by District Administrations taking into account the following factors: mapping of cases and contacts; geographical dispersion of cases and contacts; area with well demarcated perimeter; and enforceability.
- ii. The boundary of the Containment Zone will be a residential colony, *mohalla*, municipal ward, municipal zone, Police Station area, towns etc., in case of urban areas; and, a village, cluster of villages, Gram Panchayats, group of Police Stations, blocks etc., in case of rural areas. In congested cities like Mumbai and Pune these containment zones should be defined judiciously keeping in mind the capacity of administrative reach and control.

#### Protocol within Containment Zones:

- iii. Intensive surveillance mechanism as outlined in the Standard Operating Protocol (SOP) issued by MoHFW is to be established within the Containment Zone. **The local authority shall ensure 100% coverage of Aarogya Setu app among the residents of Containment Zones.**
- iv. In the Containment Zone, following activities shall be undertaken by the local authorities:
  - a. Contact Tracing.

*Ajith*

- b. Home or Institutional quarantining of individuals based on risk assessment by medical officers. This risk assessment will be based on symptoms, contact with confirmed cases, and travel history.
  - c. Testing of all cases with Severe Acute Respiratory Infection (SARI), Influenza Like Illness (ILI) and other symptoms specified by MOHFW.
  - d. House to house surveillance by special teams constituted for this purpose.
  - e. Clinical management of all cases as per protocol.
  - f. Counseling and educating people; and establishing effective communication strategies.
- v. In these **Containment Zones**, within Red (Hotspots) and Orange Zones, **where maximum precaution is required**, there shall be strict perimeter control to ensure that there is no movement of population in or out of these zones except for medical emergencies and for maintaining supply of essential goods and services. The guidelines issued in this regard by MoHFW will be strictly implemented by State and the local district authorities.
4. **The following activities will continue to remain prohibited across the country, irrespective of the Zone, for a period of two weeks i.e. upto 17<sup>th</sup> May with effect from 4<sup>th</sup> May, 2020:**
- i. All domestic and international air travel of passengers, except for medical services, air ambulance and for security purposes or for purposes as permitted by MHA.
  - ii. All passenger movement by trains, except for security purposes or for purposes as permitted by MHA.
  - iii. Inter-State Buses for public transport, except as permitted by MHA.
  - iv. Metro rail services.
  - v. Inter-State movement of individuals except for medical reasons or for activities as permitted by MHA.
  - vi. All schools, colleges, educational/ training/ coaching institutions etc. However, online/ distance learning shall be permitted.
  - vii. Hospitality services other than those used for housing health/ police/ Government officials/ healthcare workers, stranded persons including tourists, and those used for quarantine facilities.
  - viii. All cinema halls, shopping malls, gymnasiums, sports complexes, swimming pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places.
  - ix. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings.
  - x. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

*Aj Malik*



5. **Measures for well-being and safety of persons**

- i. The movement of individuals, for all non-essential activities, shall remain strictly prohibited between 7 pm to 7 am. Local authorities shall issue orders under appropriate provisions of law, such as prohibitory orders under Section 144 of CrPC, for this purpose, and ensure strict compliance.
- ii. In all zones, persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for meeting essential requirements and for health purposes, as per the National Directives.
- iii. In Containment Zones, Out-Patient Departments (OPDs) and Medical clinics shall not be permitted to operate. However, these may be permitted to operate in Red, Orange and Green Zones, with social distancing norms and other safety precautions.

6. **Activities in Containment Zones**

- i. Strict perimeter control.
- ii. Establishment of clear entry and exit points.
- iii. Movement of persons only for maintaining supply of goods and services; and for medical emergencies.
- iv. No unchecked influx of people and transport.
- v. Recording of details of people moving in and out of perimeter.

7. **Activities in Red Zones (Hotspots) [Outside Containment Zones]**

- i. Apart from the prohibited activities mentioned at Para 4, the following activities shall not be permitted:
  - a. Cycle rickshaws and auto rickshaws.
  - b. Taxis and cab aggregators.
  - c. Intra-district and inter-district plying of buses.
  - d. Barber shops, spas and salons.
- ii. The following activities shall be permitted with **restrictions** as specified:
  - a. Movement of individuals and vehicles, only for permitted activities. Four wheeler vehicles will have maximum two passengers besides the vehicle driver; for two wheelers, pillion rider is not allowed.
  - b. Industrial establishments in urban areas: Only Special Economic Zones (SEZs), Export Oriented Units (EOUs), industrial estates and industrial townships with access control *excluding from the area of all Municipal Corporations within the Mumbai Metropolitan Region (MMR), Malegaon Municipal Corporation, Pune Municipal Corporation (PMC) and the Pimpri-Chinchwad Municipal Corporation (PCMC)*; Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates; Production units, which require continuous



process, and their supply chain; Manufacturing of IT hardware; with staggered shifts and social distancing; and, Manufacturing units of packaging material are permitted.

All industrial activities are permitted in rural areas.

- c. Construction activities in urban areas: Only in-situ construction (where workers are available on site and no workers are required to be brought in from outside) and construction of renewable energy projects are permitted.  
All construction activities are permitted in rural areas.
- d. All malls, market complexes and markets shall remain closed in urban areas, i.e., areas within the limits of municipal corporations and municipalities. However, shops selling essential goods in markets and market complexes are permitted.  
All standalone (single) shops, neighborhood (colony) shops and shops in residential complexes are permitted to remain open in urban areas *excluding the area of all Municipal Corporations within the Mumbai Metropolitan Region (MMR), Malegaon Municipal Corporation, Pune Municipal Corporation (PMC) and the Pimpri-Chinchwad Municipal Corporation (PCMC)*, without any distinction of essential and non-essential provided any particular lane has no more than five shops. In case there are more than five shops in the lane /road then the only shops that are selling essential commodities shall remain open.  
All shops in rural areas, except in malls, are permitted to remain open, without any distinction of essential and non-essential.  
Social distancing (2 Gaz ki doori) will be maintained in all cases.
- e. E-commerce activities will be permitted only in respect of essential goods, medicine, medical equipment, etc.
- f. Private offices in the area *excluding the area of all Municipal Corporations within the Mumbai Metropolitan Region (MMR), Malegaon Municipal Corporation, Pune Municipal Corporation (PMC) and the Pimpri-Chinchwad Municipal Corporation (PCMC)* can operate with upto 33% strength as per requirement, with the remaining persons working from home.
- g. All Government offices in the area *excluding the area of all Municipal Corporations within the Mumbai Metropolitan Region (MMR), Malegaon Municipal Corporation, Pune Municipal Corporation (PMC) and the Pimpri-Chinchwad Municipal Corporation (PCMC)* shall function with officers of the level of Deputy Secretary and above to the extent of 100%

*Aj Mehta*



strength. The remaining staff will attend upto 33% as per requirement. However, Defense and Security services, Health and Family Welfare, Police, Prisons, Home Guards, Civil Defence, Fire and Emergency Services, Disaster management and related services, NIC, Customs, FCI, NCC, NYK and Municipal services shall function without any restrictions; delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

- h. All Pre-monsoon related works including the protection of building, shuttering, water-proofing, flood protection, propping and structural repairs of building, demolition of unsafe buildings, etc. Also the pre-monsoon works related to Metro works and any other such works permitted by the Municipal Commissioner of Municipal Corporation of Greater Mumbai (MCGM), all Municipal Corporations in Mumbai Metropolitan Region (MMR), Pune Municipal Corporation (PMC) and the Pimpri-Chinchwad Municipal Corporation (PCMC).

**8. Activities in Orange Zones [Outside Containment Zones]**

- i. Apart from the prohibited activities mentioned at Para 4, the following activities shall **not** be permitted:
  - a. Inter-district and Intra-district plying of buses.
- ii. The following activities shall be permitted with **restrictions** as are specified:
  - a. Taxis and cab aggregators, with 1 driver and 2 passengers only.
  - b. Inter-district movement of individuals and vehicles, only for permitted activities. The passes for the same will have to be obtained from the District Magistrates or its representatives. Four wheeler vehicles will have maximum two passengers besides the driver.
- iii. Apart from these activities, the activities that are mentioned above in Paragraph 7(ii) shall be permitted with stipulated restrictions under these guidelines.

**9. Activities in Green Zones**

- i. All activities are permitted in Green Zones, except those activities that are prohibited under Para 4. No travel into green zone will be permitted without authorized pass.
  - ii. Buses can operate with upto 50% seating capacity.
  - iii. Bus depots can operate with upto 50% capacity.
- However, the buses shall ply only within the green zone.

10. The activities that are permitted by the State Government from time to time through various Orders and guidelines shall be continued with specific restrictions mentioned therein.

11. All other activities will be permitted activities, which are not specifically prohibited/ permitted with restrictions in the various Zones, under these guidelines. However, based on assessment of the situation, and with the primary objective of keeping the spread of COVID-19 in check, may allow only select activities from out of the permitted activities, with such restrictions as felt necessary.
12. All concerned State/ district authorities shall allow inter-state movement of goods/ cargo, including empty trucks.
13. No State/ district authorities shall stop the movement of cargo for cross land-border trade under Treaties with neighbouring countries.
14. No separate/ fresh permissions are required from authorities for activities already permitted to operate under the guidelines on Lockdown measures up to 17<sup>th</sup> May, 2020. The following Standard Operating Protocols (SOPs) issued by the state Government will continue to operate:
  - i. SOP on sign-on and sign-off of Indian seafarers, issued vide Order dated 22<sup>nd</sup> April 2020.
  - ii. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons, issued vide Order dated 30<sup>th</sup> April and 1<sup>st</sup> May, 2020.
15. **Strict enforcement of the lockdown guidelines**

No Department of the State Government / District Administration or any authority shall dilute these guidelines issued under the Disaster Management Act, 2005, in any manner, and shall strictly enforce the same without any additional conditions / directions.
16. **Instructions for enforcement of above lockdown measures:**
  - i. All the district magistrates and concerned authorities shall strictly enforce the above lockdown measures and the Directives for COVID 19 Management, for public and work places, as specified in **Annexure I**.
  - ii. In order to implement these containment measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such Incident Commander. The Incident Commander will issue passes for enabling essential movements as explained.
  - iii. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.

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**17. Penal provisions**



Any person violating these lockdown measures and the National Directives for COVID-19 Management will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure II.**

  
(AJOY MEHTA)

CHIEF SECRETARY  
GOVERNMENT OF MAHARASHTRA

**Directives for COVID-19 Management**

**PUBLIC PLACES**

1. Wearing of face cover is compulsory in all public places.
2. All persons in charge of public places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization/ manager of public place shall allow gathering of 5 or more persons.
4. Marriages related gatherings shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
5. Funeral/ last rites related gatherings shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
6. Spitting in public places shall be punishable with fine, as may be prescribed by the State/ UT local authority.
7. Consumption of liquor, *paan*, , tobacco etc. in public places is not allowed.
8. The shops of *paan*,  and tobacco shall remain closed.
9. Shops selling liquor will ensure minimum six feet distance (*2 gaz ki doori*) from each other, and also ensure that not more than 5 persons are present at one time at the shop. The Excise Department shall monitor this strictly.

**WORK PLACES**

10. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
11. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
12. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
13. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizer shall be made available in the work places.
14. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
15. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
16. Use of *Arogya Setu* app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
17. Large physical meetings to be avoided.

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18. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.
  19. Arrangements for transport facilities shall be ensured with social distancing, wherever personal/ public transport is not feasible.
  20. Intensive communication and training on good hygiene practices shall be taken up.
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**Offences and Penalties for Violation of Lockdown Measures**

**A. Section 51 to 60 of the Disaster Management Act, 2005**

**51. Punishment for obstruction, etc.**—whoever, without reasonable cause —

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

**52. Punishment for false claim.**—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

**53. Punishment for misappropriation of money or materials, etc.**—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

**54. Punishment for false warning.**—whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

**55. Offences by Departments of the Government.**—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

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(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

**56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.**—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

**57. Penalty for contravention of any order regarding requisitioning.**—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

**58. Offence by companies.**—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

*Explanation.*—For the purpose of this section—

- i. “company” means any body corporate and includes a firm or other association of individuals; and
- ii. “Director”, in relation to a firm, means a partner in the firm.

**59. Previous sanction for prosecution.**—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

**60. Cognizance of offences.**—No court shall take cognizance of an offence under this Act except on a complaint made by—

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- (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

**B. Section 188 in the Indian Penal Code, 1860**

**188.** Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

*Explanation.*—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

*Illustration*

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

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<b>District wise List of Red / Orange / Green Zone as on May 2, 2020*</b>		
<b>Sr. No.</b>	<b>District</b>	<b>Zone</b>
1	Mumbai	Red Zone
2	Pune	Red Zone
3	Thane	Red Zone
4	Nashik	Red Zone
5	Palghar	Red Zone
6	Nagpur	Red Zone
7	Solapur	Red Zone
8	Yavatmal	Red Zone
9	Aurangabad	Red Zone
10	Satara	Red Zone
11	Dhule	Red Zone
12	Akola	Red Zone
13	Jalgaon	Red Zone
14	Mumbai-Suburban	Red Zone
15	Raigad	Orange Zone
16	Ahmednagar	Orange Zone
17	Amravati	Orange Zone
18	Buldhana	Orange Zone
19	Nandurbar	Orange Zone
20	Kolhapur	Orange Zone
21	Hingoli	Orange Zone
22	Ratnagiri	Orange Zone
23	Jalna	Orange Zone
24	Nanded	Orange Zone
25	Chandrapur	Orange Zone
26	Parbhani	Orange Zone
27	Sangli	Orange Zone
28	Latur	Orange Zone
29	Bhandara	Orange Zone
30	Beed	Orange Zone
31	Osmanabad	Green Zone
32	Washim	Green Zone
33	Sindhudurg	Green Zone
34	Gondia	Green Zone
35	Gadchiroli	Green Zone
36	Wardha	Green Zone

**\* This list is to be updated periodically by the Concerned Competent Authorities**