



Revenue Department (Disaster Management),
Karnataka Government Secretariat,
M.S. Building , Dr. BR Ambedkar Road,
Bangalore - 560001.
Tel. 080-22034338

No. RD 158 TNR 2020

Date: 23.04.2020

CIRCULAR

Sub: Operating of Industries / Industrial Establishments in
COVID-19 unaffected districts – reg.

Ref: 1. MHA Order No.40-3/2020-DM-I(A) Dated 15.04.2020
2. Circular No.CI.06.SPI.2020 Dtd:16.04.2020
3. Order No. RD 158 TNR 2020, dated 22.04.2020

Ministry of Home Affairs, Government of India vide its order cited at ref (1) above, has issued consolidated guidelines to mitigate hardship to the public, selected additional activities has been allowed excluding in Containment Zones, which will come into effect from 20th April, 2020, subject to adhering Standard Operating Procedures (SOP) & other conditions.

The State Government in its circular cited at ref (2) above, it has been specifically directed that all concerned Industries / Industrial establishments excluding in Containment Zones shall put in place arrangements for implementation of Standard Operating Procedure (SOP) before starting their functioning as defined in MHA order dtd:15.04.2020.

The State Government in its order cited at ref (3) above, has allowed the following industries / industrial establishments (both Government & Private) to operate:

- i. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates.
- ii. Food processing industries in rural areas, i.e., outside the limits of municipal corporations and municipalities.
- iii. Coal production, mines and mineral production, their transportation, supply of explosives and activities incidental to mining operations.
- iv. Manufacturing units of packaging material.

In order to enable industrial operations to reopen the economy, as per the Addendum-3 No.RD 158 TNR 2020, dated 23.04.2020 industries operating in rural areas i.e. outside the limits of district headquarters of COVID-19 unaffected districts (excluding Ramanagara District) i.e., Yadgir, Koppal, Shivamogga, Chikkamagaluru, Kolar, Chamarajanagara, Raichur, Haveri and Hassan will be allowed subject to observing of Standard Operating Procedures (SOP) as defined in the MHA order.

The activities mentioned above are not permitted in the Containment Zones notified by BBMP/District Administration/Health & Family Welfare Department from time to time.

The concerned industries excluding in Containment Zones in the above mentioned COVID-19 nine unaffected districts, have to apply to the concerned Joint Directors of the respective district industries centre for issue of authorization letter for continuation of operations in the prescribed format as in **Annexure – 1**.

The industry has to submit undertaking as per the format in **Annexure-2** to this circular along with the prescribed format. Format of the authorization letter to be issued by the concerned authority is at **Annexure – 3**.


(T.K. Anil Kumar)
Principal Secretary to Govt.
Revenue Department (Disaster
Management)

To:

All Deputy Commissioners of the Districts.

Copy for information:

- 1) Additional Chief Secretary to Government, Health & Family Welfare Department, Vikasa Soudha, Bengaluru.
- 2) Commissioner of Police, Bangalore City, Bengaluru.
- 3) Commissioner, BBMP, Bengaluru.
- 4) Principal Secretary to Government (MSME & Mines), Commerce & Industries Department, Vikasa Soudha, Bengaluru.
- 5) Commissioner, Department of Health & Family Welfare, Bengaluru.
- 6) Commissioner for Industrial Development & Director of Industries & Commerce, Bengaluru.
- 7) PS to Chief Secretary, Bengaluru.
- 8) PS to ACS to Chief Minister, Vidhana Soudha, Bengaluru.
- 9) All Joint Directors, DICs
- 10) All the Industry Associations.
- 11) Guard File / Spare Copies.

ANNEXURE – 1

**PRESCRIBED APPLICATION FORMAT FOR ISSUE OF
AUTHORIZATION LETTER**

To:

Commissioner for Industrial Development and Director, Department of industries and Commerce # 49, Khanija Bhavan, Race Course Road, Bengaluru	Joint Director District Industries Center ----- District
--	--

Dear Sir / Madam,

Sub: Request for continuation of operation during COVID-19 lockdown period-reg

With reference to the above subject, I hereby request you to kindly issue Authorization Letter for continuation of operation during COVID-19 lockdown. Our company details are as given below.

1	Name of the company	
2	Address of the plant	
3	District	
4	GST No.	
5	Whether located in Containment Zone as notified by BBMP / District Administration	
6	Industry located in	Unaffected Districts / Not
7	Whether the Industry falls under Essential / Continuous Process Industries as notified by the State Government	
8	Name of the Proprietor / Managing Director signing the letter	
9	Phone No. and e-mail	
10	Activity of the company / Products manufactured	
11	Total No. of Employees Working	
11	Permission required for No. of employees to operate	
12	Whether Undertaking as per the format in Annexure-2 submitted	

Certificate

I hereby certify that the information provided above is true to my knowledge and I have not submitted any false / wrong information for the purpose of obtaining authorization for continuation of operation during COVID-19 lockdown. If the information is found false / wrong, the company is liable for any action imposed by the Government of Karnataka.

Yours faithfully,

Proprietor / Managing Director

ANNEXURE – 2

Undertaking format

I certify that our unit M/s -----would adhere to the following Standard Operating Procedure (SOP) as per MHA order dated 15/4/2020.

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink, water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility i.e., contract carriage will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity with social distancing.
3. Will make arrangements for stay of workers within our premises / adjacent buildings, as far as possible.
4. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
5. To provide masks to all the employees and advise them to wear without fail.
6. To ensure social distancing always at the work place.
7. Mandatory thermal scanning of everyone entering and exiting the work place to be done
8. Medical insurance for the workers to be made mandatory.
9. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
10. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
11. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
12. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
13. Use of staircase for climbing should be encouraged.
14. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
15. There should be total ban on non-essential visitors at sites.
16. 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.
17. Other preventive measures issued by the Ministry of Health and Family Welfare, Government of India and Department of Family and Welfare, Government of Karnataka from time to time.
18. Will paste the Undertaking in the factory premises.

Yours faithfully,
Proprietor / Managing Director

ANNEXURE -3

FORMAT OF AUTHORIZATION LETTER

Sub: Authorization for continuation of operations during COVID-19 outbreak - reg
Ref: Application / e-mail of <>

With reference to the above subject, the company cited at above has requested for continuation of their operations during COVID-19 outbreak as per Ministry of Home Affairs, Govt. Of India order dtd:15.04.2020 & State Govt. Circular No. CI.06.SPI.2020 Dtd: 23.04.2020.

Considering the said company manufacturing ----- & is located in ----- which satisfies State Govt. Circular No. CI.06.SPI.2020 Dtd: 23.04.2020, hence permitted to operate subject to adhering Standard Operating Procedure (SOP) and other conditions as mentioned below.

1. Shall put in place arrangements for implementation of Standard Operating Procedure (SOP) as per MHA order dtd: 15.04.2020 & State Govt. Circular No. CI.06.SPI.2020 dtd: 16.04.2020
2. To display the Undertaking submitted by the unit regarding adhering to follow Standard Operating Procedure (SOP) in the factory premises.
3. To display the Authorization letter issued by the Department of Industries and Commerce to operate in the factory premises.
4. Other preventive measures issued by Ministry of Health & Family Welfare, Government of India & Department of Health & Family Welfare, Government of Karnataka from time to time.
5. For workers coming from outside, special transportation facility i.e., contract carriage shall be arranged and these vehicles to work only with 30-40% passenger capacity with social distancing.
6. Shall make arrangements for stay of workers within their premises / adjacent buildings, as far as possible.
7. Employee / Contract carriage should carry a copy of the Authorization letter and ID card issued by the Employer compulsory and show them to the competent authority as and when they demand.
8. Surprise check will be conducted by Officers under District Administration / District Industries Centre to verify the Standard Operating Procedures.
9. In case of violation in adhering Standard Operating Procedures, the authorization to operate the industry will be withdrawn and will be liable for penal action as per the provisions of applicable law.

Commissioner for Industrial Development &
Director, Department of Industries & Commerce
OR
Concerned Joint Director, District Industries Centre

To,
<Unit Name>