

**UT ADMINISTRATION OF
DADRA AND NAGAR HAVELI AND DAMAN AND DIU
STATE DISASTER MANAGEMENT AUTHORITY,
SECRETARIAT, DAMAN**

No. DMHS/COVID-19/2020/3672

Date:- 3rd May, 2020.

- Read:-
1. Order No. DMHS/COVID-19/2020/2634 dated 23rd March, 2020.
 2. Order No. DMHS/COVID-19/2020/2699 dated 24th March, 2020.
 3. Order No. DMHS/COVID-19/2020/2870 dated 31st March, 2020.
 4. Order No. DMHS/COVID-19/2020/3130 dated 14th April, 2020.
 5. Order No. DMHS/COVID-19/2020/3246 dated 18th April, 2020.

ORDER

Whereas, under directions of the National Disaster Management Authority (NDMA), guidelines on lockdown measures to contain the spread of COVID-19 in all parts of the country were issued vide order of even number dated 24. 03. 2020 under the Disaster Management Act 2005 for a period of 21 days with effect from 25.03.2020. Under further directions of NDMA, the lockdown period was extended upto 03.05.2020 vide Order of even number dated 14.04.2020 and consolidated revised guidelines were issued vide Order of even number dated 15.04.2020;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, NDMA has issued an Order number 1-29/2020-PP dated 01.05.2020 directing the Chairperson, NEC that lockdown measures be continued to be implemented in all parts of the Country, for a further period of two weeks with effect from 04.05.2020;

Whereas, under directions of the aforesaid Order of NDMA dated 01.05.2020, and in exercise of the powers, conferred under Section 10(2)(I) of the Disaster Management Act, 2005, the Chairperson, NEC, has issued directions along with new guidelines to all the Ministries/ Departments of Government of India, and State/Union Territory Authorities that the lockdown period is extended for a further period of two weeks with effect from 04.05.2020.

And Whereas, the UT Administration of Dadra & Nagar Haveli and Daman & Diu vide order No. DMHS/COVID-19/2020/2634 dated 23.03.2020, notified strict and intensive measures in Union Territory in order to ensure Social Distancing and isolation measures for the containment of COVID-19. And thereafter, the UT Administration, vide Order No. DMHS/COVID-19/2020/2699 dated 24.03.2020 notified LOCKDOWN in the entire territorial jurisdiction of the UT from 00.00 hrs of 25th March, 2020 to 23:59 hrs of 31st



March, 2020. This was further extended till 14th April, 2020 at the first instance and thereafter extended till 3rd May, 2020 vide orders of the Administration dated 31/03.2020 and 14/04/2020 respectively. The consolidated guidelines of the measures along with Directives and Standard Operating Procedures (SOPs) to be taken by various departments/institutions in the Union Territory of Dadra & Nagar Haveli and Daman & Diu were also issued for strict implementation.

Now therefore, in continuation of this Administration's earlier orders, quoted above in the preamble, the UT Administration of Dadra & Nagar Haveli and Daman & Diu hereby **EXTENDS THE LOCKDOWN PERIOD** for a period of two Weeks w.e.f 04.05.2020 in the entire Territorial jurisdiction of the UT. During the above lockdown period, the NEW GUIDELINES ON LOCKDOWN MEASURES along with the following annexures are being issued for strict implementation:

- a. UT directives (**Annexure-I**).
- b. SOPs for Offices, Workplaces, Factories & Establishments at **Annexure-II**.
- c. SOPs for movement of Stranded Persons at **Annexure-III**.
- d. SOPs for Public/Private Transport at **Annexure-IV**.
- e. SOPs for functioning of Saloons and Parlours at **Annexure-V** and
- f. Offences and Penalties for violation of Lockdown measures at **Annexure-VI**.

By order and in the name of the
Hon'ble Administrator,
UT of Dadra and Nagar Haveli and Daman and Diu

U. Thumma
3/5/2020
Secretary (Health & Family Welfare)

Copy for information and necessary action to:

1. PS to Hon'ble Administrator, Secretariat, Daman
2. PS to Advisor to the Administrator, Secretariat, Daman
3. The Secretary (I&P), Secretariat, Daman for wide publicity
4. All the Administrative Secretaries, DNH&DD for information and necessary action please.
5. The Deputy Inspector General of Police, DNH&DD
6. All the Collectors of the UT of Dadra and Nagar Haveli and Daman and Diu
7. All the Superintendents of Police, DNH&DD
8. The Director of Medical and Health Services, DNH&DD
9. All the Head of Offices for information and necessary action please.
10. Office file.

NEW GUIDELINES OF THE MEASURES TO BE UNDERTAKEN BY VARIOUS DEPARTMENTS IN THE UNION TERRITORY OF DADRA & NAGAR HAVELI AND DAMAN & DIU FOR CONTAINMENT OF COVID 19 EPIDEMIC ARE ISSUED WITH THE DIRECTION FOR THEIR STRICT IMPLEMENTATION.

As per the guidelines/instructions issued by the Ministry of Health and Family Welfare, and based on the risk profiling of the Districts, all the three Districts of the Union Territory fall under GREEN ZONE. With the extension of the Lockdown period for a further period of two weeks with effect from 4th May 2020, new guidelines, as under, will be applicable in the entire Territorial Jurisdiction of the UT.

I. With the extension of the LOCKDOWN period, the following activities will continue to be prohibited across the territory for a further period of two weeks w.e.f. 04.05.2020.

a. Public Places:

- i. All cinema halls, malls, shopping complexes, gymnasiums, sports complexes, swimming pools, beaches, entertainment parks, theatres, auditoriums, assembly halls, and similar places shall remain closed.
- ii. No social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings shall be permitted.
- iii. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.
- iv. Minimum number of people (i.e. not more than 20) only shall be allowed to attend funerals.
- v. Order issued under Section 144 CrPC shall continue to be in place to prohibit gathering of 5 persons and above in public places.

b. Public/Private Transport:

- i. Inter District and Inter State movement of individuals, except for Medical reasons or for activities permitted under these guidelines. People are to be discouraged for unnecessary travel.
- ii. Interstate buses for public transport except as permitted by MHA.
- iii. Inter and Intra District buses for Public Transport are prohibited.

- iv. All domestic air travel of passengers is prohibited except for movement of all medical, para-medical, veterinary personnel including ambulances.

c. Educational Institutions:

- i. Schools, colleges and all other educational, training, coaching institutions, etc., shall remain closed until further orders.

d. Others:

- i. All Hospitality services such as Hotels, Restaurants, Bars, Motels, lodges, Spas etc. shall be prohibited other than those used for housing health/Police/Government officials/healthcare workers, stranded persons including tourists, and those used for quarantine facilities
- ii. All shops selling *Paan/Gutka* and Tobacco products are prohibited.
- iii. Liquor shops located within 200 meters from the borders/boundaries of the UT are prohibited to operate.

II. Measures for well being and safety of persons:

- a. The movement of individuals, for all non-essential activities, shall remain strictly prohibited between 4 pm to 8 am. District authorities shall issue orders under appropriate provisions of law, such as prohibitory orders [curfew] under Section 144 of CrPC, for this purpose, and ensure strict compliance.
- b. 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 UT Directives.
- c. The Out-Patient Departments (OPDs) and Medical clinics shall be permitted to operate with social distancing norms and other safety precautions.

III. Permitted Activities:

- i. All activities are permitted in the Districts except those that are prohibited under Clause I.
- ii. Intra-district movement of individuals and vehicles is allowed.
 - a. Taxis and cab aggregators, with 1 driver and 2 passengers only.
 - b. Auto-Rickshaws with 1 passenger only.

- c. Four wheeler vehicles will have maximum two passengers besides the driver.
 - d. Two Wheeler vehicles are permitted with only one pillion rider.
 - e. The above movement is permitted provided, the Schedule of Operations (SoP) with regard to Public/Private Transport annexed to these guidelines are followed.
- iii. Saloons and Parlours are permitted to operate with strict observance of SOPs issued along with these guidelines.
 - iv. Constructions activities undertaken by private individuals are allowed provided the Schedule of Operations annexed to these guidelines with respect to construction activities at Clause K of Annexure II are strictly followed.
- IV. All other activities will be permitted activities, which are not specifically prohibited/ permitted with restrictions under these guidelines. However, the detailed SOPs as annexed to this order (Annexure II) with respect to Public Spaces, Educational Institutions, Anganwadis, Shops and Commercial establishments, banking and financial institutions, Building and Construction activities, and those pertaining to various departments such as Health and Family Welfare, Industries etc. shall continue to be followed.**
- V. The SOPs relating to movement of Stranded Persons** is annexed to these guidelines at **Annexure III** and shall be strictly implemented by the District Administration and various departmental authorities.
- VI. The SOPs relating to Public/Private Transport** with specific instruction for Auto-Rickshaws/Taxis/Cabs/Private vehicles is annexed at **Annexure IV** for strict implementation.
- VII. The SOPs relating to functioning of Saloons and Parlours** is provided at **Annexure V** and shall be followed strictly.

- VIII.** The inter-state movement of goods/cargo, including empty trucks shall be allowed.
- IX.** No separate/fresh permission are required from authorities for activities already permitted to operate under the guidelines on Lockdown measures up to May 3, 2020.
- X. Strict enforcement of the lockdown guidelines**
- The District Administration and other departmental Authorities shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner, and shall strictly enforce the same.
- XI. Instructions for enforcement of above lockdown measures:**
- i. All the District Magistrates shall strictly enforce the above lockdown measures and the UT Directives for COVID-19 Management, for public and work places, as specified in **Annexure I**.
 - ii. In order to implement these measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders in the respective local jurisdiction. 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.
- XII. Penal Provisions**
- Any person violating these lockdown measures, the UT Directives and SOPs issued 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 VI**.

UT DIRECTIVES FOR COVID-19 MANAGEMENT

PUBLIC PLACES

1. Wearing of face cover is compulsory in all public places and in case of disposable masks, proper disposal protocols to be followed.
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. Marriage related gathering shall ensure social distancing including wearing of masks by the Bride, Groom & attendees. The maximum number of guests including the family members of the Bride and the Groom shall not be more than 50 people.
5. Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not more than 20.
6. Spitting in public places shall be punishable with fine, as may be prescribed by the local authority.
7. Consumption of liquor, *paan*, *gutka*, tobacco, etc. in public places is not allowed and littering of sachets/pouches containing these products is also punishable as per law.
8. Shops selling liquor will ensure minimum six feet distance (*2 gaz ki doori*) from each other. It shall be ensured that not more than 5 persons are present at one time at the shop and Liquor shall not be sold to the outsiders.

WORK PLACES

1. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available. In case of disposable masks, proper disposal protocols to be followed.
2. 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.
3. Social distancing at work places shall be ensured through adequate gaps between shifts. Staggering the lunch breaks of staff, etc.

4. 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 hand wash and sanitizer shall be made available in the work places.
5. 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.
6. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
7. 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.
8. Large physical meeting to be avoided.
9. 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.
10. Arrangement for transport facilities shall be ensured with social distancing wherever personal/ public transport is not feasible.
11. Intensive communication and training on good hygiene practices shall be taken up.

**STANDARD OPERATING PROCEDURE (SOPS) FOR OFFICES, WORKPLACES,
FACTORIES AND ESTABLISHMENTS.**

The following measures shall be implemented by all offices, factories and other establishments of this UT:

A. Public spaces:

- (i) Social distancing is a must and strict enforcement shall be done in all areas.
- (ii) All people need to stay at home and venture out only for purchasing essential commodities like groceries, vegetables, medicines and other household goods and for other purposes exempted under the guidelines.
- (iii) Wearing of face mask is compulsory in all public places.
- (iv) Spitting in public spaces is strictly prohibited.
- (v) People to avoid gatherings, greet from a distance, wash hands regularly, maintain cough hygiene and stay one metre apart from other people.

B. Educational Institutions

- i. Online classes for all Higher Educational Institutions shall be undertaken. Printed booklets, assignments for School students shall be prepared and given.
- ii. Take Home Rations (THR) shall be distributed to children covered under Mid Day Meal scheme.

C. Anganwadis

- (i) All anganwadis will be closed.
- (ii) Take Home Ration (THR) will be given to children, lactating and pregnant women covered under ICDS.

D. Shops and Commercial Establishments

- (i) The Shop owners are responsible for keeping their establishment neat and clean. They should regularly carry out disinfection measures in and around the shop areas.
- (ii) Restaurants, bars and Hotels shall remain closed. Only Take Away are allowed in case of Restaurants
- (iii) The shop owners to wear face cover/mask.
- (iv) All shops/establishments are advised to keep hand sanitizers and tissues near the entry for the use of customers.
- (v) Social distancing needs to be strictly enforced by the establishments and properly maintained/followed by the customers. The Customers have to wear a mask/face cover while going to shops/market areas, during purchase and returning back to home.
- (vi) The customers need to avoid gatherings and personal contacts, use sanitizers, maintain cough hygiene and stay one metre apart from fellow customers.
- (vii) Enforcement authorities to ensure that the customers follow strict social distancing.
- (viii) Volunteers to be deployed by the District Administration at the market places for ensuring social distancing.
- (ix) Adequate arrangements for temperature screening of the customers/ public at market places to be done.
- (x) All the customers having smart phones should be asked to download the Arogya Setu App.

E. Banking and Financial Institutions

- (i) All nationalised/private/cooperative banks/NBFCs should regularly sanitize and disinfect their premises.
- (ii) Intensive monitoring of the disinfection measures at the ATMs to be carried out.
- (iii) Social distancing needs to be strictly enforced by the establishments and properly maintained/followed by the customers.

- (iv) Volunteers to be deployed by the District Administration to all banks and ATMs to ensure social distancing.
- (v) The Customers have to wear a mask/face cover while going to bank, during the transaction and returning back to home and maintain social distancing at all points of time.
- (vi) Enforcement authorities to ensure that the customers follow strict social distancing.
- (vii) All the customers having smart phones should be asked to download the Arogya Setu App.
- (viii) All banks to keep hand sanitizers and tissues at ATMs and near the entry of Banks for the use of customers.

F. Health

- (i) Cluster containment plan which includes enhanced active surveillance, testing all suspected cases, isolation of cases, quarantine of contacts and risk communication to create awareness among public on preventive public health measures to be followed strictly as per the guidelines issued by Govt. of India to contain the Covid-19 Pandemic. Early detection of cases, breaking the chain of transmission and preventing the spread to new areas should also be undertaken.
- (ii) All health facilities both in Government and private sector shall report clinically suspect case of Covid-19 (with or without travel history) on real time basis (including NIL report) to the State Surveillance Officer.
- (iii) Samples wherever mandated as per the testing strategy communicated by ICMR should be collected and sent to the designated laboratories for testing. All test results as far as possible should be available within 12 hours of sampling.
- (iv) The contacts of the laboratory confirmed case/suspect case of COVID-19 shall be line-listed and tracked and kept under surveillance for 28 days.
- (v) Presumptive screening tests i.e. rapid tests shall be conducted as per directives/advisory of ICMR.

- (vi) All such persons who have been directed by health care personnel to remain under strict home/institutional quarantine for a period as decided by local Health Authorities should follow the same strictly.
- (vii) Rapid identification, diagnosis and management of the cases, identification and follow up of the contacts, infection prevention and control and implementation of all preventive health measures shall be followed in strict sense.
- (viii) Focused attention shall be given to children under the age of five and the elderly as early testing and healthcare in this population could improve the clinical outcomes.
- (ix) Discharge policy for suspected cases of COVID-19 who are tested negative will be based on the clinical assessment of the treating physician. For those tested positive for COVID19, their discharge from hospital will be governed by consecutive two samples tested negative and the patient is free from symptoms.
- (x) Detailed guidelines available on MoHFW's website and updated from time to time, shall be followed for clinical management.
- (xi) Assessments for the PPE, ventilators and testing kits likely to be required by both public and private healthcare institutions over the next four months shall be done and source them and keep them in readiness and ensure that there is no shortage of the same. PPE should include masks, examination gloves and goggles.
- (xii) Ensure adequate supply and stock of medical oxygen cylinders in all hospitals.
- (xiii) The National list of essential medicines and WHO list of essential medicines should be referred and adequate supply and stock of the same to be ensured.
- (xiv) Wide publicity regarding Aarogya Setu Mobile Application should be given in both Gujarati and Hindi in order to ensure maximum downloads by health care personnel.

G. Agriculture, Horticulture and Animal Husbandry:

- (i) The workers have to wear a mask/face cover while going to field, working in the field and returning back to home and maintain social distancing of 1 meter at all points of time.

- (ii) All the farm workers, farm owners having smart phones should download the **Arogya Setu App**
- (iii) Sanitizers/soaps have to be kept at the farm for the use of workers.
- (iv) Regular health check up has to be carried out for agriculture and allied workers.
- (v) Vehicles transporting farm produce/farm inputs/equipment need to be disinfected regularly.
- (vi) Cattle feed should be provided regularly at Gaushala and to the stray cattle and animals.
- (vii) Prophylactic measures to be put in place in all gaushalas and the area should be sanitised and disinfected on a regular basis.

H. Fisheries

- (i) Fishermen shall be allowed for fishing in the territorial waters till 31st May, 2020.
- (ii) Disinfection spraying and cleanliness shall be carried out at all jetties/ landing centres and has to be continued as a regular practice till situation becomes normal.
- (iii) Entry into Jetty/Fish landing centres shall be restricted only for fishermen and crew members of the vessels/boats (i.e. only for fishing related activities).
- (iv) A Facilitation Centre in Fishing Department (for registration, departure and arrival related information) shall be set up and the details of same shall be conveyed to District Disaster Control Room or State Control Room.
- (v) A surveillance booth shall be established at each jetty/fish landing centre with the deployment of Personnel from Police and Fisheries Department. The team deployed at surveillance booth shall constantly monitor the movement of fishing vessels including upkeep and maintenance of boat movement books/records.
- (vi) CCTV cameras shall be installed at all the jetties/fish landing points.
- (vii) Medical Check Up/Screening Camps to be setup in advance at fish landing centres in co-ordination with Health Department of each District. Health Department should provide a separate team of doctors/medical practitioners for medical screening of fisherman and crew members as per their movement timings. Medical Screening Team should also make fisherman & crew members aware about the symptoms related to COVID-19 and its prevention.

- (viii) Boat operators and owners shall declare the list the crew members to the personnel posted at the Surveillance Booth and Fishing Department and are also directed to fill all details in the movement register including the date of sailing for fishing.
- (ix) Disinfection of Fishing Boat & equipments shall be carried out before their departure.
- (x) District Administration shall also earmark few vehicles (in consultation with Fisherman Association) exclusively for supply of diesel, ice etc. and collection and transportation of Fish catch after arrival at fish landing centre.
- (xi) The boat owner shall apply for fishing permission along with details of crew in advance. The information of crew is to be given to Medical Screening Team by Fisheries Dept.
- (xii) The crew members should be fishermen, who are currently residing/present within that district only. Movement of crew should be preferably limited within the district only, since there can be chances of spread if crew is moving from any COVID-19 Hotspot or COVID – 19 Positive Case District or Locality.
- (xiii) Boat operators and crew members with Biometric ID Cards/Aadhar Card shall only be allowed to operate the fishing vessels. Undertaking shall be taken that the Crew members shall not interact with any other fishermen from any other State/District.
- (xiv) All crew members shall provide contact details of their family members/ relatives and AAROGYA SETU Mobile App to be downloaded on their phone (if they have compatible mobile device).
- (xv) All the fishing boat crew members shall be subjected to thermal scanning at the monitoring booth and they shall be allowed to embark into the boat only after the scanning
- (xvi) Provisions to be made for frequent hand washing and supply of soap / hand wash, Face Masks and sanitizers on board for all the crew members to be done. Department will ensure that all the boat owners have complied with these instructions. Fisheries Co-op. Societies and Fisheries Department shall help in provision of Sanitizers & Masks.
- (xvii) It is mandatory for every fishing vessel to take tokens and make entry in their movement book before and after every Fishing trip. After every trip, details

regarding the voyage route, quantity and type of fish catch, etc., shall be shared with department officials.

- (xviii) Subject to clearance from the health department, permission shall be granted to depart for fishing. The details shall be entered in the boat movement book and also in the records maintained at surveillance booth.
- (xix) The boat and crew members shall be allowed to remain in mid sea to carry out fishing and shall return to the jetty within the stipulated date and time as informed to Surveillance Booth and Fisheries Department.
- (xx) Fishing crew members shall be advised that no contacts to be made with other boats/vessels and crew members of other boats/vessels fishing in the area.
- (xxi) To track the location as well as for monitoring and surveillance of fishing vessels, Vessel Tracking Systems (VTS) or tracking device (GPS based etc) shall be used.
- (xxii) All fish collection centre/markets to be sanitized on daily basis as per the advice of the Health Authorities and Food Safety Inspectors.

If any crew member is reported sick:

- (i) When any crew member is reported sick and develop any symptoms like coughing, headache, fever, body ache, shortness of breath, nasal congestion, runny nose, and sore throat etc. while fishing in sea, the fishing activity should be abandoned immediately and the boat shall return back to the jetty/ landing site.
- (ii) The crew members to maintain distance while on board and avoid contact with the fellow crew members having symptoms.
- (iii) The boat and crew members shall not land in any of the shores other than the jetty/landing area from where they have departed.
- (iv) The boat shall be anchored at an anchorage point near the jetty and kept in isolation. The crew members shall contact the health authorities and after thorough checking by the health authorities, the crew members shall be allowed to disembark.
- (v) Disinfection of the Fishing Boat & equipment to be done immediately by Fisheries Department as per the advice of the Health Authorities and Food Safety Inspectors after arrival.

- (vi) On arrival, all the crew members shall be scanned using thermal scanner and thereafter, they will be allowed to move out the landing area/jetty.
- (vii) All the crew members shall undergo mandatory quarantine as per procedure. The fish catch received from boat shall be destroyed as per Bio-medical waste disposal norms prescribed by MoH&FW or the Department concerned.

I. Industries

The following Directives are put in place and all the industries should adopt and follow the same in letter and spirit. The details are as under:

- (i) The industries which are permitted to function under the guidelines, shall furnish all required details especially the product to be manufactured, authorised list of workers, their movement and accommodation plan, etc.
- (ii) The required information shall be submitted through the online portal developed by the Administration.
- (iii) After an initial scrutiny of the application, the same is placed before the committee of officers for further examination. Thereafter, the permission to operate shall be given by the District Administration along with passes (system generated) to all executives and labourers of the industry. The passes shall be downloaded by the industries and provided to all their executives and labourers. These passes shall be available with the concerned at all times.
- (iv) The movement of the workers/executives from outside the territory other than bordering areas/States will be completely restricted.
- (v) **In case of other staff of the permitted category of industries coming from the bordering areas/States, passes shall be issued by the District Administration with utmost caution. The pass shall contain particulars like name of employee, name of industry, industry Address, Aadhaar Number of the employee, Residential address of the employee, shift timing, etc. Executives/ Owners/ Support personnel coming to the unit for a day or two may be allowed provided they are not from the hotspot areas and proper screening and health check up to be done before entering the territory.**

- (vi) The movement of these outside workers/executives from the border areas/States of the territory is a one-time movement and after that they shall stay at Dadra and Nagar Haveli and Daman and Diu at the facilities arranged by the unit. The industry shall arrange for their transportation and other logistics. Dedicated transportation to be provided by the industry.
- (vii) In case of permitted category of Industries, the District Administration shall ensure that all prophylactic measures are put in place and the same shall be strictly monitored.
- (viii) Passes for vehicles deployed by the industries for transportation of workers shall be issued by the District Administration.
- (ix) Any addition or reinforcement of workforce has to be duly informed to the District Administration for approval and passes have to be obtained before allowing them in the industries.
- (x) Every Industrial unit should have an Incident Management Team led by the Factory Manager/In-charge responsible for managing the situation on daily basis. Utmost and unprecedented measures have to be taken to stop the spread of Corona virus across all sites. The Factory Manager/In-charge details and mobile number has to be provided to the District Administration.
- (xi) Biometric attendance system should be withheld and strict protocols on social distancing and hygiene at the work place/gatherings shall be followed.
- (xii) The Industrial unit shall do thermal scanning of all employees/visitors/drivers/transporters/representatives at the entry and exit points.
- (xiii) All the industrial workers/employee have to download the **Arogya Setu** mobile app in their mobile phones and the Bluetooth of the mobile phones will have to be activated always. The factory manager shall give details of the employees having mobile phones and the mobile app downloaded.
- (xiv) Industry is responsible to provide face masks to all the workers and ensure that the workers wear the masks the moment they step out their houses, during travel and while working in the factory.
- (xv) Wearing of face cover/mask is compulsory in work places.
- (xvi) Sufficient provisions to be made for frequent hand washing and supply of soap/hand wash and sanitisers to be provided for all the workers by the industry. It

should be made available at entry/exit points and common areas. Frequent hand washing should be mandated.

- (xvii) Not more than 2 persons will be allowed to travel in lifts or hoists.
- (xviii) Use of staircase for climbing should be preferred.
- (xix) Cleaning and sanitation of the entire premises to be done atleast three times a day and between shifts.
- (xx) Areas such as Entrance gate of the industry, office, cafeteria, canteens, meeting room, conference halls/open areas available/veranda, pota cabins, buildings, equipments and lifts, wash rooms, toilets, water points, walls and all other surfaces should be disinfected completely using user friendly disinfectant mediums. All the vehicles and machineries entering the industrial unit should be sanitized and disinfected.
- (xxi) Industry should ensure a gap of one hour between shifts and should have staggered timing for lunch breaks for workers and employees of different units in the industry. There should not be any overlapping shifts.
- (xxii) Only authorised vehicles having passes issued by the District Administration have to be used for transportation of workers. These vehicles should transport workers only with 30-40% passenger capacity.
- (xxiii) The vehicles used for the purpose of transportation of workers have to be parked inside the premises. There should not be any unnecessary movement of such vehicles on roads.
- (xxiv) Industrial workers residing in nearby areas will be allowed to go to the industries by walk. The workers going by walk should maintain the social distance and should always carry the pass issued by the concerned industry. No worker without valid pass shall be allowed.
- (xxv) Medical insurances for the workers is mandatory and industry shall ensure that the workers are insured.
- (xxvi) Maintain minimalistic footfall in factory. There should be a total ban on non-essential visitors to the industry.
- (xxvii) Large meetings to be prohibited.
- (xxviii) If meeting is unavoidable, it should be of less than 5 in number and seating at least 6 feet away from others.

- (xxix) Each industry should have a designated area as isolation area to confine any person developed/having symptoms till such time they are transported out to the medical facility. All such cases have to be informed immediately to the Director, Medical Health Services, DNH&DD.
- (xxx) Workers should be advised to stay at home in case if any worker has any of the symptoms viz. coughing, headache, fever, body ache, shortness of breath, nasal congestion, runny nose, and sore throat etc., and shall report to the health authorities immediately.
- (xxxi) Workers should be advised to not to spit in open places, work areas and other public places and also informed about the ill effects consuming tobacco products. Use of gutkha, tobacco etc should be prohibited.
- (xxxii) Intensive communication and training on good hygiene practices among the workers/employees have to be done by the industry.
- (xxxiii) All payments of wages/salaries to Industrial employees, Contract workers and labourers to be ensured by the 5th of every month. It is the responsibility of the industries to ensure timely payments.
- (xxxiv) Necessary reports shall be submitted by the industrial authorities on a daily basis in the online portal developed by the Administration.
- (xxxv) Each industrial area is to be assigned to an officer i.e. the reporting officer by the District Administration to inspect, monitor and report on daily basis of all the activities and ensure social distancing and other prophylactic measures are properly followed by the industry. Consolidated district wise daily/industry reports shall be prepared and submitted by the District Administration.
- (xxxvi) The Health teams from Medical Health Services shall also inspect the industries on a daily basis and report on the prophylactic measures adopted by the Industries.
- (xxxvii) Hospital/clinics in the nearby areas, which are authorized to treat COVID-19 patients, shall be identified and the list shall be available at the work place at all times.

J. Building and Other Construction activities

- (i) Building and other construction workers shall avoid gatherings and personal contacts, wash hands regularly, maintain cough hygiene and stay one metre apart from fellow workers.
- (ii) Sanitizers/soaps shall be provided for the use of workers.
- (iii) Regular health checkups have to be carried out for building and other construction workers. Also required hygiene kits also to be distributed on a regular basis.
- (iv) Regular meals shall be provided by the BOCWW to the building and other construction workers.
- (v) The principal employer has to provide the accommodation facilities and cater to other needs of the workers.
- (vi) All the construction and other building workers having smart phones should download the Arogya Setu App.
- (vii) All payments of wages/salaries to the construction and other building workers to be ensured by the 1st week of every month. It is the responsibility of the principal employer to ensure timely payments.
- (viii) All work places shall have adequate arrangements for thermal screening and provide sanitizers at convenient places.
- (ix) Work places shall have staggered lunch breaks to staff, to ensure social distancing.
- (x) The details of construction works taken up in various areas have to be submitted by the construction agency to the Medical Health team.
- (xi) Health team from Medical Health Services shall inspect the construction sites and screen the workers, report on the prophylactic measures adopted by the agencies including observance of social distancing, wearing of masks, cleaning of hands and use of sanitizers.
- (xii) The site incharge should have the contact details of medical team and shall call in case of any medical/health emergency.

In case of Construction activities undertaken by Private individuals :

- i. The work shall be undertaken with only local labourers. No outside labourers are allowed.
- ii. The workers shall compulsorily wear masks and shall be encouraged to use sanitizers.

- iii. Social Distancing norms shall be strictly followed.
- iv. If any person develops flu like symptoms, the same shall be reported immediately to the Medical Health Team / Control Room.

L. Labour Department

- (i) The tests, examination and inspections required to be done in the factory under the various provisions of the Factory Act, 1948 and Rules made there under and issue of certificates by the competent persons may be carried out by the employer.
- (ii) The labour authorities to ensure the payments are made by 5th of every month to the workers of regular industrial establishments and workers engaged on contract by the industries and agencies. An undertaking to this effect shall be furnished by the industrial authorities.
- (iii) The social distancing measures adopted by various industries including the provisions made for hand washing, disinfection of the factory premises need to be checked.
- (iv) Also, it is to be ensured whether the industries are meeting all other safety norms or not.
- (v) In case of violation, if any noticed, the same shall be brought to the notice of the concerned for appropriate action including closure of the industries.
- (vi) Compile the data received from the industries on daily basis and send a copy to the control unit and the Administrative Secretary

M. Social Welfare Department

- (i) All payments such as pension to senior citizens, widows, differently abled persons shall be released on time.

N. Food & Civil Supplies Department

- (i) The various entitlements under PM Garib Kalyan Ann Yojana (PMGKAY) shall be distributed promptly.
- (ii) All concerned stakeholders including FPS Owners, their Assistants, Nodal Teachers deployed at Fair Price Shops, Beneficiaries, etc., shall follow social distancing measures.

- (iii) The distribution to beneficiaries shall be done in a staggered manner.
- (iv) The timing of FPS Operations shall be as per the direction of the Administration issued from time to time.
- (v) Home delivery will be ensured in areas which are sealed as part of cluster containment strategy due to identification of COVID-19 positive case, if any.
- (vi) Simple surgical masks or cloth masks to be used to cover the mouth & face by everybody present in and visiting FPS. Sanitizers shall be provided to all FPS by the Food and Civil Supplies Department.
- (vii) FPS Owners and Nodal Teachers will ensure proper washing/sanitization of hand by each beneficiary before performing biometric authentication of ePoS devices.
- (viii) All the customers having smart phones should be made to download the Arogya Setu App.

**STANDARD OPERATING PROCEDURE FOR RECEIVING AND
SENDING STRANDED PERSONS**

The following Schedule of Operations shall be followed by the District Administration and the various departmental authorities while receiving and sending Stranded Persons:

- i. State Level Nodal Officers (SNO) is appointed for coordinating and facilitating the movement of Stranded persons between the UT Administration and the other States/UTs of the Country.
- ii. All District Collectors shall be the Designated District Nodal Authorities (DDNA) for receiving and sending Stranded Persons between the states/UTs and also within the districts of the U.T.
- iii. For Receiving and sending the stranded persons and for assisting the Nodal Authority a team consisting of the following officers shall be constituted.
 1. Deputy Collector
 2. Sub Divisional Police Officer
 3. Mamlatdar
 4. Medical superintendent/Deputy M.S. of the District Hospital
- iv. The Deputy Collector shall compile the list of stranded persons received from various sources such as; Mails, phone calls, request through call centre etc. and the compiled list shall be submitted to the respective District Collectors.
- v. After scrutiny, the list of people who are permitted to move shall be prepared.
- vi. The persons who are permitted to move shall be screened and only those who are asymptomatic shall be allowed to proceed. In case of person showing symptoms, the future course of treatment will be followed as per standard health protocols.
- vii. The letter of the sending State/UTs/District shall clearly mention that the persons have been screened and are found to be asymptomatic. The letter of the sending

States/UTs/District shall also mention that the persons would abide by the protocol decided by the receiving State/UT.

- viii. The list of people shall be shared with the State Level Nodal Officers, in order to take up the case and consult with the respective State/UT level Nodal Officers regarding the mode of transport, schedule and other precautionary measures.
- ix. Thereafter, necessary arrangements shall be made in coordination with the District Administration for facilitating the transportation of the stranded persons.
- x. No movement shall be permitted into the UT unless the group of persons has obtained the appropriate permission from the Competent Authority.
- xi. Similarly, no group of persons shall be allowed to leave unless they have an appropriate permission from the Designated District Level Nodal Authorities.
- xii. All the persons who wish to travel by making their own arrangements can proceed on the basis of the letters of the sending and receiving States/UTs/Districts.
- xiii. The vehicles being used or deployed for the transport of the persons will bear a transit pass issued by the sending State/UT/ District Authority. The pass will be for fixed route and specific validity along with the names of persons travelling. Such a transit pass shall be honoured by the authorities of the States/UTs/ Districts along the transit route and will be pasted on the front and back of the bus.
- xiv. Social distancing in the vehicle, adequate provision for food and water and supply of masks along with proper sanitization shall be ensured by the DDNA in case of sending stranded people.
- xv. A proper record of the people moving out and coming in shall be maintained with the following details -
 - 1) Name
 - 2) Mobile No./Telephone No.
 - 3) Residential Address in DNH & DD
 - 4) Destination Address
 - 5) Aadhaar Number

- 6) Organisation Name
- 7) Clinical Condition
- 8) Quarantine Status

- xvi. All individuals leaving or entering the UT of Dadra & Nagar Haveli and Daman & Diu shall download Aarogya Setu Application through which their Health Status can be monitored and tracked.
- xvii. Legal action under Section 188 IPC, 269 IPC (Punishment with imprisonment for a term which may extend to 6 months or with fine or with both) , 270 IPC (Punishment with imprisonment for a term which may extend to two years or with fine or with both), relevant provisions of Disaster Management Act 2005 shall be taken against person (s) violating the instructions and quarantine (home or institutional) guidelines issued from time to time.

A. For receiving of stranded persons:

- a. In case of Stranded persons who wish to move from a State/ U.T. to the UT of Dadra & Nagar Haveli and Daman & Diu, they will contact the Nodal Authorities in the State/U.T. where they are staying and also inform the Control Room of the U.T. of Dadra & Nagar Haveli and Daman & Diu.
- b. After confirmation by the State/U.T. where, their exit gets approved, the moving person shall be screened and those found asymptomatic would be allowed to proceed.
- c. Upon arrival of the stranded persons, appropriate screening will be undertaken by the Medical Teams. After medical screening and risk profiling, the incoming persons shall be quarantined / Isolated on the basis of their arrival from various COVID -19 affected/ non affected area as per Zoning.
- d. Persons coming from **Red Zone:**
 - i. All Persons coming from red zone shall be assessed and put under Facility Quarantine irrespective of their clinical condition and their samples shall be taken on the 5th day/ between 5th and 14th day.

- ii. If the samples are negative and the person is asymptomatic, they shall be put under Home Quarantine for the remaining days.
 - iii. In case the sample is negative and the person is symptomatic, he/she shall complete the facility quarantine period and retest shall be done.
 - iv. In case the sample is positive, the patient must be shifted to dedicated COVID Health Facility and further clinical management shall be initiated immediately.
- e. Persons coming from **Orange Zone** and **Green Zone**:
- i. All Persons coming from Orange or Green Zone shall be assessed and kept under Home Quarantine if found asymptomatic.
 - ii. In case of symptomatic persons, samples shall be taken and kept under Facility Quarantine. If the samples are negative, they shall be put under Facility Quarantine for 14 days. In case the sample is positive, the patient must be shifted to dedicated COVID Health Facility and further clinical management shall be initiated immediately.

B. For persons going out and coming to the UT within a short duration:

The following protocol shall be followed in case of persons visiting other places and coming back to Territory for medical and employment purposes.

- a. For persons visiting **Red Zone** and coming back: The strategy shall be decided based on the duration of stay:
 - i. Duration of Stay for less than 12hrs:
 - If the person is asymptomatic while going out and coming in, the person to be kept under Home Quarantine.
 - ii. Duration of Stay for more than 12hrs:
 - If the person has a negative test result in the last 24hrs, and if the person is found asymptomatic, the person may be allowed to work/ resume normal daily routine.
 - If no test has been conducted for the person, then the person has to be kept under Facility Quarantine and sample must be taken on the 5th day. If the

sample is negative, then the person may be allowed to work/resume normal duties. In case the sample is positive, the patient must be shifted to dedicated COVID Health Facility and further clinical management shall be initiated immediately.

- b. For Persons visiting **Orange/Green** zone: The strategy shall be decided based on the Symptomatology of the person
- If the person is asymptomatic while going out and coming in, the person may be allowed to work/resume normal daily routine.
 - If the person is symptomatic, then the person has to be kept under Home Quarantine and sample must be taken on the 5th day. If the sample is negative, then the person shall be kept under Home Quarantine for the remaining period. In case the sample is positive, the patient must be shifted to dedicated COVID Health Facility and further clinical management shall be initiated immediately.

C. For persons visiting the UT for a short duration:

The following protocol shall be followed in case of consultants, technical experts, architects, company/industry executives, and similar persons who visit the Territory for a short duration.

- a. For persons coming from **Red Zone** and going back, they shall carry test certificate compulsorily and shall undertake their duties with minimal personal interaction and after complying with all safety precautions and social distancing norms. They shall stay at Quarantine facilities (paid / free) identified by the Administration or at specified accommodation facilities identified by their respective organization. Unnecessary travel or visit to other areas of the Territory is strictly prohibited.
- b. For Persons coming from **Green** and **Orange** Zone and if found to be asymptomatic with no history of contact with a positive or confirmed case of COVID-19, they shall undertake their duties with minimal personal interaction and after complying with all safety precautions and social distancing norms.

D. For industrial workers / other employees coming to the territory:

a. Persons coming from Red Zone:

- All Persons coming from red zone shall be assessed and put under Facility Quarantine irrespective of their clinical condition and their samples shall be taken on the 5th day/ between 5th and 14th day.
- If the samples are negative and the person is asymptomatic, they shall be allowed to resume work after complying with all safety precautions and social distancing norms.
- In case the sample is negative and the person is symptomatic, he/she shall complete the facility quarantine period and retest shall be done.
- In case the sample is positive, the patient must be shifted to dedicated COVID Health Facility and further clinical management shall be initiated immediately.

b. Persons coming from Orange Zone and Green Zone:

- All Persons coming from Orange or Green Zone shall be assessed and TESTED. If samples are negative and found asymptomatic, they shall resume duties or work after complying with all safety precautions and social distancing norms.
- In case of symptomatic persons, they shall be kept under Facility Quarantine and samples shall be taken. If the samples are negative, they shall continue and complete the Quarantine period in the Facility Quarantine. In case the sample is positive, the patient must be shifted to dedicated COVID Health Facility and further clinical management shall be initiated immediately.

STANDARD OPERATING PROCEDURE FOR PUBLIC AND PRIVATE TRASPOT

The following Schedule of Operations shall be followed by the public/owners of vehicles/passengers and to be enforced by the District Administration and the various departmental authorities:

- (i) All check posts at Daman, Diu and Dadra Nagar Haveli are to be sealed for all inter-state and inter-district movements except for the purposes permitted under these guidelines. Reinforcement of the borders with adequate deployment of police personnel including IRBN and Home guards if required shall be done.
- (ii) The movement of trucks and other goods/carrier vehicles with two drivers and one helper is allowed as long as the driver is carrying a valid driver's licence. This is irrespective of the cargo whether essential or otherwise.
- (iii) Empty trucks/goods carriers should also be allowed to operate while on way to pick up goods or returning after completing a delivery provided they have valid documents such as driving licence and road permit.
- (iv) The trucks/goods carrier vehicles entering the Territory need to be disinfected at the entrance itself on a regular basis.
- (v) The driver and cleaner and other travellers should invariably wear masks.
- (vi) Health workers have to be deployed at the check posts in sufficient strength with thermal sensors for scanning and screening of all drivers/ cleaners/ transporters/ commuters.
- (vii) The District Administration is authorised to permit the movement of private persons in case of Medical emergencies, deaths of immediate family members after necessary risk assessment and verification.

a. Instructions for Auto-Rickshaws/Taxis/Cabs:

- i. All Auto-rickshaw & Taxi operators must **mandatorily** ensure that the Taximetre fitted in their vehicle are in working condition and fares are to be paid as per the metre reading only.

- ii. All drivers must have their temperatures checked (thermal screening) before taking up their duty. Any driver with symptoms of fever, dry cough, shortness of breath etc. must not take up driving. He /She must visit hospital/health centre immediately.
- iii. **Use of “Aarogya Setu” Mobile App** is **mandatory** for every driver and passenger carrying smart phone. The Bluetooth and Location Services mandatorily be switched ON for effective working of App.
- iv. All drivers will **mandatorily** wear mask while driving vehicle and they will also wear gloves. Passenger must mandatorily wear mask.
- v. All drivers have to keep sanitizer **mandatorily** in their vehicle.
- vi. Keep required documents of vehicle like Driving Licence, PUC copy, Insurance copy etc.
- vii. Daily sanitization of vehicle has to be done.
- viii. Keep distance with other vehicle on road.
- ix. At petrol pump, try to use digital payment method.
- x. Use hand-sanitizer on touch points of the vehicle e.g. handle or any inside or outside surface of the vehicle. Frequent sanitization of all surfaces/points which come into human contact e.g. steering, handles, gear shifter, etc. shall be be ensured. After each trip, sanitize seat with sanitizer or disinfectant wipe.
- xi. Do not spit anywhere while driving. Spitting in public places or on road shall be punishable with a fine.
- xii. Consumption of liquor, pan, gutka, tobacco etc. in not allowed while driving vehicle.
- xiii. Person above 65 years of age, persons with co-morbidities (e.g. diabetes, heart disease, etc.), pregnant women and children below the age of 10 should be avoided as a passenger except for meeting essential requirement and for health purposes.
- xiv. Receive Money in one box and use other box to give change for passenger. Two separate boxes can be used. Received cash can be used the next day.
- xv. Prefer Digital Payment as much as possible.

- xvi. Use your own vehicle and not give lift to unknown person except in emergency case.
- xvii. Only 1 passenger is allowed in the Auto-Rickshaw.
- xviii. Only 3 persons are allowed to travel in a cab/taxi i.e. 1 driver and 2 passengers only and use of air conditioner is prohibited.

b. Specific Instruction for Private Vehicles:

- i. The owner of the Private Four Wheeler Vehicle only is allowed to travel along with two more persons including the driver.
- ii. Two Wheeler Vehicles are allowed to ply with only one pillion rider. The person driving the vehicle and the pillion rider shall wear Mask while travelling.

STANDARD OPERATING PROCEDURE FOR SHOPS SUCH AS SALOONS AND PARLOURS

The following Schedule of Operations shall be followed by the Owners/Attendant/Worker/Customers of the Saloons/Parlours to be enforced by the District Administration and the various departmental authorities:

- (i) The premises shall be disinfected every day. Social Distancing shall be ensured.
- (ii) Before and after handling every customer hand washing with soap shall be done by the attendant/worker. Sanitizers may also be used.
- (iii) Sanitizers shall be made available for the customers.
- (iv) The attendant/worker shall wear mask and gloves while attending to the customer.
- (v) All instrument/equipments used shall be disinfected before and after using the same for every customer.
- (vi) Napkins / towels shall not be reused.
- (vii) A register containing details of the customers such as Name, Mobile No. and address shall be maintained.
- (viii) The above instructions, preferably in the local language, shall be printed and displayed in the premises. Volunteers shall ensure the same.

Offences and Penalties for Violation of Lockdown Measures

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

51. Punishment of obstruction etc. – Whoever, without reasonable cause –

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorized 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 of 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 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 willfully 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.

(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 this 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 proved 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 shall also, he 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 – (a) “company” means any body corporate and includes a firm or other association of individuals; and (b) “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 authorized 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 – (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorized 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 authorized 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 tends 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, direction 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.
