

APPLICATION FOR SEEKING PERMISSION TO OPERATE THE INDUSTRY
DURING LOCKDOWN FROM 20-04-2020

1. Name of the unit :
2. Name of the Owner/Manager :
3. Address of the Factory :
4. Contact details
 - a) Mobile Number :
 - b) Whatsapp Mobile Number :
 - c) Landline Number :
 - d) Email Id :
5. Location details
 - a) Municipality/Commune :
 - b) Within Industrial Estate :
or outside area (Specify details)
6. Activity/Product details
 - a) Name of the Activity/Product :
 - b) Category :
 - Pharmaceutical
 - Food Related
 - Mfg. of other covid-19 essential items
 - Packaging materials
 - Export oriented
 - Production units with continuous process/their Supply chain
 - IT Hardware
 - Jute industries
 - Oil & Gas exploration/Refineries
 - Brick kilns
 - Others
7. Employee Details
 - a) Before Lockdown
 - i. Local :
 - ii. Neighbouring District :
 - iii. Migrant :
 - b) Proposed During Lockdown
 - i. Local :
 - ii. Migrant :
8. Shifts Operated (with time)
 - a) Before Lockdown :
 - b) During Lockdown :
9. Is there any facility available for employees to stay (Specify details) :

10. Mode of transport for employees :

11. Any containment area near your industry as on:

12. No. of Medical insurance taken for employees :

SAFETY NORMS TO BE ADHERED BY THE INDUSTRIAL ESTABLISHMENTS

1. Ensuring safety of employees by insisting social distancing, personal hygiene, Hand hygiene, wearing of masks, gloves and protection equipments.
2. Regulating their movement to canteen, pantry room, meeting room.
3. Disinfecting common areas like toilets, bins, stair railings etc.
4. Disinfection of vehicles, equipments, canteens, plant areas, shop floor, work station, entire premise.
5. Employees with symptoms of COVID-19 shall not be permitted to work and advised to report to the nearest Primary Health Center.
6. Amending procedures appropriately in dealing with suppliers, vendors, visitors, truck drivers, transportation companies, couriers, parcel activities.
7. There shall not be any interstate manpower movement.
8. In case of industries with manpower more than 30 nos, the movement of the workers/employees shall be through buses/van for which separate permission shall be obtained from the District Administration.
9. The safety norms devised by the district administration shall be followed scrupulously.
10. The management/owner/occupier shall be solely responsible for implementation of instructions
11. Any movement of the employees by crossing neighbouring states has to happen through vans/buses.
12. The manpower utilized shall be bare minimum and shall not exceed beyond 50% except in case of pharmaceutical and food industries.
13. The to and fro movement of employees during the working hours is not allowed.
14. Handwash shall be ensured every two hours during the working hours.

I hereby give undertaking that necessary arrangements have been made as prescribed in the Order No. 40-3/2020-DM-I(A) dated 15.04.2020 of Ministry of Home Affairs, Government of India for function of the Industrial Unit and we shall strictly enforce and follow all the related provisions of the above said guidelines and for any violation of the guidelines, the I undertake personally that I am responsible for the same.

Date :

Signature
Owner/Manager /
Authorized Signatory