

### COVID-19: Potential Impact on Employers in major commercial hubs

**Note to reader:** The government's stance on the measures to deal with COVID-19 are evolving as the situation develops. The details set out below are therefore subject to change.

State	City	Copy of Circular	Type and date of circular	Main points of circular for an employer	Effect on employee pay and leave	Other points to consider – BTG Analysis
Delhi	Delhi	<a href="#">Click Here</a>	Mandatory 22 March 2020	<ul style="list-style-type: none"> <li>- All shops, commercial establishments, factories, offices etc. to be closed from 23 March 2020 to 31 March 2020.</li> <li>- Employees of private establishments (including temporary /contractual /outsourced etc.) are required to stay at home and must be paid full wages.</li> <li>- The circular exempts establishments provisioning certain essential services (food, grocery, medical etc.,) from shutting the operations and e-commerce, manufacturing, processing, transportation, trade/commerce and logistics related to such essential services are also exempted.</li> <li>- No public transport services (including private buses, taxis, rickshaws etc.) are permitted, except DTC buses (which will operate at 25% capacity for personnel engaged in essential services).</li> </ul>	The employer would remain obliged to continue paying employees their full wages.	<ul style="list-style-type: none"> <li>- Restrictions on transport may affect movement of employees.</li> <li>- IT/ITES companies are not specifically exempt (except for telecom and internet services).</li> <li>- Manufacturing facilities are not exempt, except for those engaged in production, processing, storage and distribution of essential commodities.</li> <li>- E-commerce with respect to all essential goods is permitted.</li> <li>- Work from home arrangements should be put in place for employees.</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then</li> </ul>
			End Date 31 March 2020			

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						the employer would remain obliged to continue paying such employees their full wages.
Haryana	Gurugram	<a href="#">Click Here</a>	Mandatory 22 March 2020	<ul style="list-style-type: none"> <li>- Direction to all shops, commercial establishments, offices and factories to be closed from 22 March 2020 to 31 March 2020.</li> <li>- Exemption to remain active is provided for private establishments providing essential services, including - telecom and internet services including IT &amp; ITES, e-commerce, manufacturing, carrying on essential services relating to food, medical, take/away from restaurants etc.,</li> <li>- No public transport services (including taxis, rickshaws etc.) are permitted, except transport for hospitals, airports, stations and bus terminals, and for essential services.</li> </ul>	The employer would remain obliged to continue paying employees their full wages.	<ul style="list-style-type: none"> <li>- Restrictions on transport may affect movement of employees.</li> <li>- Telecom, internet services, IT and ITES, e-commerce (delivery) of all essential goods.</li> <li>- Manufacturing facilities engaged in production of essential commodities is be exempt.</li> <li>- Work from home arrangements should be put in place for employees.</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then the employer would remain obliged to continue paying such employees their full wages.</li> </ul>
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Maharashtra	Mumbai	<a href="#">Click Here</a>	Mandatory 20 March 2020	<ul style="list-style-type: none"> <li>- All private, corporate, commercial establishments and offices to be closed from 20 March 2020 until further orders.</li> <li>- Exemption is provided for certain establishments including those providing telephone and internet services, IT &amp; ITES establishments and data centre providing services to essential services, e-commerce, transportation, manufacturing and supply chains support the production and delivery of essential goods and services.</li> </ul>	The employer would remain obliged to continue paying employees their full wages.	<ul style="list-style-type: none"> <li>- Vehicular movement has been restricted, due to which employee movement may be affected.</li> <li>- Establishments providing essential services such as internet services, IT &amp; ITES establishments and data centres providing services to essential services, e-commerce and production and transportation of all essential goods, are exempted.</li> <li>- Work from home arrangements should be put in place for employees.</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then the employer would remain obliged to continue paying such employees their full wages.</li> </ul>
			<b>End date:</b> Until further orders			

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	Pune	<a href="#">Click Here</a>	<p><b>Mandatory</b> 18 March 2020</p>	<ul style="list-style-type: none"> <li>- All shops and service establishments to be kept shut until further notice.</li> <li>- Only IT/ITES companies which are managing critical national and international infrastructure are exempt from closure and these companies can continue keeping their premises open upon intimation to the district disaster management office.</li> </ul>	Does not alter an employee's entitlement to pay and leave.	<ul style="list-style-type: none"> <li>- Work from home arrangements to be put in place for employees.</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then the employer would remain obliged to continue paying such employees their full wages.</li> <li>- IT/ITES companies which are managing critical national and international infrastructure are exempt from closure.</li> </ul>
			<p><b>End Date:</b> Until further orders</p>			
	State-wide	<a href="#">Click Here</a>	<p><b>Mandatory</b> 20 March 2020</p>	<ul style="list-style-type: none"> <li>- Employers should not terminate services of employees, especially casual or contractual workers, or reduce the wages of such staff.</li> <li>- Employees must be paid full wages and employees on leave must be treated as continuing in employment.</li> <li>- If office premises are made non-operational due to COVID-19, then employees must be deemed to be continuing in employment.</li> </ul>	The employer would remain obliged to continue paying employees their full wages.	<ul style="list-style-type: none"> <li>- Work from home arrangements to be put in place for employees</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then the employer would remain obliged to continue paying such</li> </ul>
			<p><b>End Date:</b> No specific end date</p>			

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						employees their full wages.
Karnataka	Bangalore	<a href="#">Click Here</a>	Mandatory 5 March 2020	Employees (who are working but not covered by Employees State Insurance (ESI)) who may be infected with COVID-19 should be granted 28 additional days of paid leaves along with their statutory leave entitlements.	Will increase the paid leaves of an employee who may be infected with COVID-19.	
			<b>End Date:</b> No specific end date			
		<a href="#">Click Here</a>	Mandatory 22 March 2020	<ul style="list-style-type: none"> <li>- All shops, commercial establishments, workshops and godowns, dealing with non-essential services to be closed with the exception of certain essential services such as telecom.</li> <li>- All labour intensive industries to allow 50% of the employees to work on rotational basis. Such industries should not terminate the services of any employees and sanction paid leave to the non-working i.e. remaining 50% employees on their non-working days.</li> <li>- Directions to IT/BT units to ensure work from home. However, work from home may be exempted where is it not feasible to do so and to employees in units of critical/essential services.</li> <li>- No interstate and inter district services from 9 districts, which includes Bengaluru Urban and Bengaluru Rural, to be non-operational.</li> </ul>	The employer would remain obliged to continue paying employees their full wages.	<ul style="list-style-type: none"> <li>- Work from home arrangements should be put in place for employees.</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then the employer would remain obliged to continue paying such employees their full wages.</li> <li>- Restrictions on transport which may affect employee movement.</li> <li>- Exemptions include labour intensive industries (which may operate at 50% of their strength) and IT/BT units</li> </ul>
			<b>End Date:</b> 31 March 2020			

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				<ul style="list-style-type: none"> <li>- Air-conditioned bus services are to be stopped.</li> </ul>		<ul style="list-style-type: none"> <li>- where work from home is not feasible and where they are dealing with critical and essential commodities.</li> </ul>
Telangana	Hyderabad	<a href="#">Click Here</a>	<p><b>Mandatory</b> 22 March 2020</p>	<ul style="list-style-type: none"> <li>- All shops, commercial establishments, offices, godowns, workshops and factories to remain closed from 22 March 2020 to 31 March 2020.</li> </ul>	The employer would remain obliged to continue paying employees their full wages.	<ul style="list-style-type: none"> <li>- Restrictions on transport may affect employee movement.</li> <li>- Work from home arrangements should be put in place for employees.</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then the employer would remain obliged to continue paying such employees their full wages.</li> <li>- Production and manufacturing units which require continuous process (such as pharmaceuticals), or are engaged in the</li> </ul>
			<p><b>End Date:</b> 31 March 2020</p>	<ul style="list-style-type: none"> <li>- Exemption from closure is granted to certain establishments including (a) e-commerce delivery of essential services; (b) IT and ITES services including telecom, postal and internet services; (c) manufacturing units producing essential commodities like food etc.; (d) private establishments that support provisioning of essential services; and (e) pharma companies requiring continuous process.</li> <li>- All private establishments to make full payments of wages/salaries to the workers/employees, including under those under contract and outsourcing basis.</li> <li>- Inter-state bus transport to be suspended, public transport will not be permitted, except for the purpose of accessing emergency medical services. Plying of</li> </ul>		

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				private vehicle is permitted only for procuring essential commodities and activities.		production of essential commodities are exempted. - Organizations engaged in IT/ITES and e-commerce (delivery) as establishments providing essential services, are also exempt.
Andhra Pradesh	Vishakhapatnam	<a href="#">Click Here</a>	Mandatory 22 March 2020	<ul style="list-style-type: none"> <li>- All non-essential commercial shops to remain closed from 22 March 2020 to 31 March 2020.</li> <li>- All non-essential offices, factories workshops and godowns (if operated) should do so with skeletal staff.</li> <li>- Exemption from closure granted to certain organizations including those operating in: (a) e-commerce delivery of essential services; (b) IT and ITES services including telecom, and internet services.</li> <li>- No public transport including inter-state transport services to be permitted. The exception will include transport of all kinds for hospitals, airports, railway stations etc.</li> </ul>	The employer would remain obliged to continue paying employees their full wages.	<ul style="list-style-type: none"> <li>- Work from home arrangements should be put in place for employees.</li> <li>- If employees who cannot work from home or telecommute are directed by the employer not to attend work, then the employer would remain obliged to continue paying such employees their full wages.</li> <li>- Non-essential factories may work with skeletal staff, manufacturing units engaged in production of essential goods and production units requiring continuous</li> </ul>
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						<p>process (upon obtaining permissions) may continue to function.</p> <ul style="list-style-type: none"> <li>- Organization engaged in IT/ITES, internet services, and e-commerce (delivery) of essential goods, as establishments providing essential services, are also exempt.</li> </ul>
Central circulars		<a href="#">Click Here</a>	Mandatory 16 March 2020	Relaxation in filing and paying the ESI contribution and extension of the date from 15 March 2020 & 15 April 2020 to 15 April 2020 and 15 May 2020, respectively, for the month of February 2020 and March 2020.	Does not alter an employee's entitlement to pay and leave.	-
		<a href="#">Click Here</a>	Advisory 12 March 2020	Permission to companies registered with the Software Technology Parks of India (STPI) to allow employees to work from non-offices premises using company owned laptops and computers.	Does not alter an employee's entitlement to pay and leave.	This circular authorises companies to use duty free assets outside the premises of the company to encourage employees to work from home.
		<a href="#">Click Here</a>	Mandatory 20 March 2020	- Extension of time period from 1 February 2020 to 20 April 2020, to file Unified online annual returns under 8 labour laws for the year 2019.	-	-
		<a href="#">Click Here</a>	Mandatory 20 March 2020 End date: No specific end date	- Exemption is provided to ecommerce operations (warehousing & logistics facilities and services), wholesalers, their vendors and third-party delivery partners, from any type of prohibitory orders etc.,	-	-

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				issued under Section 144 by state governments and from orders mandating closures.		
		<a href="#">Click Here</a>	Mandatory 20 March 2020	- Relaxation is provided in filing all returns, notices and other forms required under the Mines Act, 1952 due for submission in the month of March and April of 2020, for a period of 1 month from the respective due dates.	-	-

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