

No. 62/19/2020-6GS-I

Haryana Government
General Administration Department
(General Services-I Branch)

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments and Commissioners of all the Divisions in Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Deputy Commissioners of the State of Haryana.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 20th March, 2020


Subject: Work from Home for employees - regarding.

Sir/Madam,

I am directed to refer to the subject noted above and to say that to contain the spread of Novel Coronavirus (Covid-19) some preventive steps are required to be taken by all the departments in respect of their employees. In this regard Government has decided that—

- (i) All the Administrative Secretaries, Heads of Departments and Heads of Offices shall ensure that vulnerable employees including the employees engaged under Outsourcing Policy, viz. employees above the age of 50 years, employees with underlying medical conditions, pregnant women, etc. shall be advised to work from home.
 - (ii) In emergent situations, the competent authority may require the services of such employees at any time. Hence, all such employees working from home shall maintain headquarters and be in readiness for deployment at short notice and be available on landline/mobile telephone.
 - (iii) No employee shall leave the station without prior permission of the competent authority.
2. All the concerned are directed to ensure compliance of these instructions/ guidelines in letter and spirit.

Yours faithfully,


Superintendent, General Services-I,
for Chief Secretary to Govt. Haryana.