

HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
CHIEF SECRETARY OFFICE

No. 62/ 19 /2020-6GSI

To

1. All the Administrative Secretaries to Government of Haryana.
2. All Heads of the Departments of Haryana.
3. All the Managing Directors/ Chief Administrators of all the Boards/Corporations in Haryana State.

Dated Chandigarh, the 19th April, 2020

Subject: - Preventive measures to contain spread of Covid-19 – Attendance in Head Offices at Chandigarh and Panchkula.

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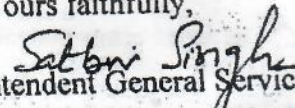
Sir/Madam,

I am directed to refer to this department letter of even number dated 23.3.2020 on the subject of employees attendance in Government offices.

2. In view of COVID-19 situation it has been decided that the attendance in the Secretariats, Directorates, Head Offices of Boards, Corporations etc. in Chandigarh and Panchkula shall continue as prescribed vide General Administration Department order No. 62/19/2020-6GSI, dated 23.3.2020 till further orders.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,


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

No. 62/19/2020-6GS-I
Haryana Government
Chief Secretary Office
General Administration Department

Dated: Chandigarh, the 23rd of March, 2020

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments and Commissioners of all 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.

Subject: Preventive measures to contain the spread of Corona virus/COVID-19— work from home, thereof.

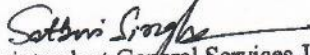
With reference to instruction dated 22.3.2020 on the subject cited above.

2. In the interest of health of the employees and in order to break the transmission chain of contagion of COVID-19, it has become necessary to issue further directions in respect of work from home:

- I. All the Administrative Secretaries shall ensure that all their staff work from home till 31st of March 2020 or till further orders. All staff working from home should be available on telephone and electronic means of communication at all times.
- II. The order regarding work from home shall not apply to the following departments and their constituent units - Municipal Bodies, Corporations, Societies etc. :

Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health Engineering, Development and Panchayat, Power, Irrigation, Urban Local Bodies, Medical Education, Information & Technology, Cooperation, Finance, Excise and Taxation, Information & Public Relations, Town & Country Planning (HSVP) and Food & Civil Supplies Departments.
- III. Even in case of the departments mentioned in para 2 above, the Administrative Secretaries shall decide the number and category of staff which they need to call to office for maintenance of essential services both at head office and at field level.
- IV. The HoDs/Heads of Offices shall ensure best hygiene practices among employees and regular sanitization of offices, equipment and vehicles.
- V. Entry of visitors shall be kept to the minimum.
- VI. This order shall come into effect from 24.3.2020 and shall continue till 31st of March 2020 or till further orders whichever is earlier.
- VII. The above instructions shall not apply to essential emergency services and supply of water and power.
- VIII. No official posted in district shall leave the station without permission of Deputy Commissioner.
- IX. The Deputy Commissioners shall have the discretion to requisition services of any official of any department for containing spread of Covid-19.

3. All concerned are directed to ensure compliance of these instructions/ guidelines in letter and spirit.


Superintendent General Services-I
for Chief Secretary to Government Haryana