

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


**GOVERNMENT OF HARYANA
URBAN LOCAL BODIES DEPARTMENT**

ORDER

Whereas Municipal Commissioners at District Headquarter and Deputy Commissioners of Districts namely Kurukshetra, Kaithal, Bhiwani, Charkhi Dadri, Rewari, Mahendergarh, Sirsa & Jind have been designated as Coordinating Supervisory Officers (COVID-19) for the Municipalities under their designated jurisdiction vide Government of Haryana, Urban Local Bodies Department Order dated 20.03.2020 issued through Endst. No. DGULB/Admin./2020/24297-414 dated 20.03.2020.

Whereas the role as Coordinating Supervisory Officers (COVID-19) shall be to ensure that all the Municipalities under their respective jurisdiction shall implement all the required activities, including the directions of the Government expeditiously. Further, Coordinating Supervisory Officers (COVID-19) shall also be responsible for efficient functioning of the Municipalities under their charge for all measures targeted to combat the situation arising out of the spread/possible spread of COVID-19.

Whereas for proper implementation of the above order and directions of the Government for implementation of lockdown in all the districts of Haryana State, following directions are issued to provide uninterrupted Essential Municipal Services to the residents in the interest of public safety, health, convenience and welfare during the course of said lockdown period:-

1. All Coordinating Supervisory Officers (COVID-19) are hereby authorized to issue passes for plying of Vehicles used for the purpose of providing & maintaining essential Municipal Services in their designated jurisdiction.

2. Presidents of registered RWAs shall also be issued passes for facilitating them in combatting the situation arising out of the spread/possible spread of COVID-19 and for obtaining COVID-19 related information etc. As such one Vehicle pass for each registered RWA will be issued on need basis.

The said vehicle pass shall be issued as per format attached at **Annexure - T'** to this order.

Local Police Authorities shall ensure the compliance of the aforesaid order.

Chandigarh,
24th March, 2020

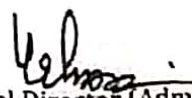
S. N. Roy, IAS
Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Endst. No. ADULB/Admn./2020/25077

Dated 24.03.2020

A copy of the above is forwarded to the following for information and necessary action please:-

1. Chief Secretary to Govt. of Haryana, Chandigarh.
2. Additional Chief Secretary to Govt. of Haryana, Health Department.
3. Director General of Police, Haryana.
4. Director General, Urban Local Bodies Department, Haryana.
5. All the Commissioner of Police in the State of Haryana.
6. All the Commissioners of Municipal Corporations-cum-Coordinating Supervisory Officers (COVID-19) in their designated area in the State of Haryana.
7. Deputy Commissioners-cum-Coordinating Supervisory Officers (COVID-19) for Districts of Kurukshetra, Kaithal, Bhiwani, Charkhi Dadri, Rewari, Mahendergarh, Sirsa and Jind.
8. All the Deputy Commissioners in the State of Haryana.
9. All the Superintendent of Police in the State of Haryana.
10. All the Executive Officers/Secretaries of Municipal Councils/Committees in the State of Haryana.


Additional Director (Admn.) 24/03/2020
for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

CC:-

1. PS to Hon'ble ULBM, Haryana.
2. SPS to ACS, ULB.
3. PA to DGULB.