



**GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE CHAIRMAN DISTRICT DISASTER MANAGEMENT AUTHORITY/
DISTRICT MAGISTRATE, KATHUA**

Subject: - Opening of Offices in District Kathua, Union Territory of Jammu and Kashmir.

ORDER

In pursuance of Government Order No. 621-JK(GAD) of 2020 dated 05-06-2020 issued by General Administration Department, J&K under endorsement No. GAD(Adm)41/2019-III dated 05.06.2020, it is hereby ordered that all the District Offices and Subordinate Offices in District Kathua shall resume their working in the following manner w.e.f. 08-06-2020:-

1. All the officers and staff, at all levels, shall attend office on a regular basis on all working days;
2. Employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. District/Sectoral Officers should preferably not expose such employees to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible for such workers;
3. No Routine visitors/temporary passes shall be issued till further orders. Besides, only those visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened;
4. All the measures prescribed in the SOP on preventive measures to contain spread of COVID-19 in offices, notified by the Ministry of Health & Family Welfare, Government of India, shall be followed at all times; and
5. Bio-metric attendance shall continue to be suspended until further orders.

The District/ Sectoral Officers shall ensure strict compliance of the above instructions.

No:-DCK/PA/2020-21/4256-4300
Dated: - 07-06-2020


07.06.2020
**Om Prakash Bhagat, KAS
District Magistrate
(Chairman DDMA)
Kathua**

Copy to the:-

1. Divisional Commissioner, Jammu for favour of kind information.
2. Commissioner Secretary to Govt. GAD, Jammu for favour of information.
3. Sr. Superintendent of Police, Kathua for information.
4. Addl. Deputy Commissioner, Billawar/Basohli/Kathua for information.
5. All District Officers for information and strict compliance.
6. Sub Divisional Magistrate, Hiranagar / Bani for information.
7. All Tehsildars _____ for information and n/action.
8. District information Officer, Kathua for information.
9. District Informatics Officer, Kathua for uploading in official website.