

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

Dated: Chandigarh, the 22nd March, 2020

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.

Subject: Preventive measures to contain the spread of COVID-19.

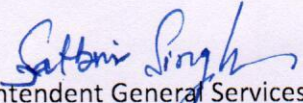
In order to break the transmission chain of contagion of COVID-19, it is necessary to ensure social distancing amongst all employees. The following guidelines are issued in this regard:

1. All the Administrative Secretaries shall ensure that 50 percent of Group B, C and D employees are required in their departments (including Municipal Bodies, Corporations and Societies) to attend the office every day and the remaining 50 percent staff shall be directed to work from home (headquarters and in the field offices in all districts). A weekly roster of duty for Group B, C and D should be finalized and the employees shall be asked to attend the office on alternate weeks. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office or use their own transport to travel their office. This shall not apply to the following departments alongwith the Municipal Bodies, Corporations and Societies under their control:

Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health Development and Panchayat, Power, Irrigation, Urban Local Bodies, Medical Education, Information and Technology, Cooperation, Finance, Excise and Taxation, Information and Public Relations and Food and Civil Supplies Departments.

2. Social distancing norms and all precautions should be followed.
3. Entry of visitors to their offices may be restricted as per instructions issued vide No. 62/19/2020- 6GS-I, dated 20th March, 2020. If absolutely necessary, such visitors may be admitted after proper screening i.e. thermal scanning and mandatory cleaning of hands with sanitizer.
4. This order shall be applicable from next working day i.e. 24th March, 2020.

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