

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

**Dated: Chandigarh, the 23<sup>rd</sup> 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.

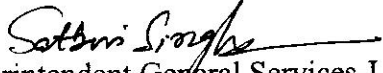
**Subject: Preventive measures to contain the spread of Corona virus/COVID-19– work from home, thereof.**

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 31<sup>st</sup> 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 31<sup>st</sup> 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