

HARYANA RAJ BHAVAN

OFFICE ORDER

In consonance with the directions issued by the State Government vide letter No. 62/19/2020-6GS-I, dated 15.09.2020 regarding preventive measures to contain the spread of Corona virus (COVID-19), the following instructions are hereby issued alongwith guidelines for 'Covid Prevention Standard Operating Procedure (SOP) for Government Offices & Employees' for compliance of officers/officials of this office so as to break the transmission chain of contagion of COVID-19:-

1. Hand-Held Thermal scanners shall be utilized at the entry of all Government buildings to scan temperature of visitors. Hand sanitizers shall be provided at office expense for use of visitors and employees.
2. There shall be strict restriction on the entry of visitors in the office complex except in case of emergent situations. Routine issue of visitors/temporary passes should be suspended. The use of e-Sachivalaya video meeting system should be encouraged and maximized.
3. Attendance of officers of Group A & B shall continue to be 100%.
4. In case of employees of Groups C & D the HoD or Head of Office shall decide the percentage of attendance for any number above 50% keeping in mind that the social distance of minimum six feet has to be ensured between employees. Seating plan should be fixed as per six feet spacing between two seats. A weekly roster of Group C & D employees should be prepared as per necessity.
5. Movement of physical files between departments be avoided as far as possible Cases may be sent through e-office for all the departments under Phase I and II of e-office project.
6. Meeting as far as feasible should be done through video conferencing meetings involving large number of people may also be avoided.
7. HoD and Head of Office shall ensure compliance of hygiene practices among the employees. Basic activities like regular sanitization of offices, vehicles, frequently touched surfaces etc. shall be ensured.
8. Ensure regular supply of masks & hand sanitizers for employees.
9. In the toilets special foot operated taps be provided and adequate quantity of soaps and running water be ensured.
10. Regular cleaning of water tanks/coolers and supply of clean and hot drinking water at work place.
11. Employees shall avoid handling of electronic gadgets (phones, computers, printers).
12. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should be take medical leave. The leave sanctioning authorities are advised to sanction leave whenever any request is made in this regard.
13. In case any employee contracts corona virus, the quarantine period prescribed by competent medical authority shall be treated as duty period for all intents and purposes.

17. Since, vulnerable persons viz employees of age of 50 years or above, employees suffering from hypertension, blood pressure, Heart or Lung disease, cancer and other chronic disease are at high risk or developing serious illness and they shall not be exposed to any front-line work requiring direct contact with the public. All Pregnant women employees whether regular, contract, outsourced, daily wages or adhoc shall work from home.

The Junior Programmer/Network Assistant, Haryana Raj Bhavan is also directed to upload the latest instructions issued by the Ministry of Home Affairs, Ministry of Health and Family Welfare, Government of India, Government of Haryana and by this office alongwith the SOP norms in this regard, on the official website: ***haryanarajbhavan.gov.in*** and display the same on the Notice Board of Haryana Raj Bhavan.

These orders shall be applicable with immediate effect till further orders which must be complied with strictly in letter and spirit.

Dated Chandigarh the
21st September, 2020

Dr. G. Anupama, IAS
Secretary to Governor, Haryana

Endst. No.HRB-GA-12(6)-2011/ Dated, Chandigarh the September, 2020.

A copy is forwarded to the following with the request to comply the instructions issued by W/GS:-

1. Senior Medical Officer, Haryana Raj Bhavan Dispensary.
2. Comptroller & Director Hospitality, Haryana Raj Bhavan.

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Superintendent
for Secretary to Governor Haryana

Endst. No.HRB-GA-12(6)-2011/ *5681* Dated, Chandigarh the *24th* September, 2020.

A copy is forwarded to the following for information and compliance:-

- ✓ 1. All the Officers/Officials of Haryana Raj Bhavan.
2. The General Secretary, Indian Red Cross Society (Haryana State Branch), Chandigarh; Hony. Secretary, Haryana State Council for Child Welfare, Chandigarh; Chairperson, Haryana Welfare Society for Persons with Hearing and Speech Impairment, Panchkula; Chairperson, Bhartiya Grameen Mahila Sangh (Haryana State Branch), Panchkula; Director, Saket Council, Chandimandir.
3. JPNA, Haryana Raj Bhavan.
4. Security Incharge, Main Gate, Haryana Raj Bhavan.

Sharma
Superintendent
for Secretary to Governor Haryana