

No.62/19/2020-6GS-I

From

Chief Secretary to Government Haryana.

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 Deputy Commissioners of the State of Haryana.
- 4 All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
- 5 The Registrars of all the Universities in Haryana.

Dated Chandigarh, the-15<sup>th</sup> September, 2020.

Subject: Preventive measures to contain the spread of Corona virus (COVID-19)- Work from Home – Attendance in Head Offices at Chandigarh, Panchkula and Field Offices.

Sir/Madam,

I am directed to refer to this department letters of even number dated 18.05.2020 and 01.07.2020 on the subject noted above. It is observed that large number of corona positive cases have been reported in various Government offices/departments in the recent times. In view of health and safety of employees, it has been felt necessary to issue following preventive measures to be taken by all the Government offices/departments etc. :-

- 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 maximised.
- 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' and '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 Meetings, 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 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.
- 14 The instructions issued by PWD (B&R) in respect of use of Air Conditioners in office buildings shall be strictly followed.
- 15 Regular medical camps to check for Covid-19 may be organized in all offices in consultation with the Health Department.
- 16 Guidelines for protection of safety of persons with disabilities (divyangjan) issued vide Government letter dated 16.07.2020 shall remain in force till further order.
- 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 of 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.

2. These instructions as well as SOP on preventive measures to contain spread of COVID-19 in offices issued by Ministry of Health & Family Welfare may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

*Ratna Kumar*  
Under Secretary, General Administration,  
for Chief Secretary to Government Haryana

Endst. No. 62/19/2020-BGS-I

Dated: Chandigarh, the 16<sup>th</sup> September, 2020

A copy is forwarded to the following for information and action where necessary:-

1. Director-General, Sports and Youth Affairs Department, Haryana, Panchkula
2. Secretary, Haryana Staff Selection Commission, Panchkula.

*Ratna Kumar*  
Under Secretary, General Administration,  
for Chief Secretary to Government Haryana

**New & Renewable Energy Department, Haryana, Panchkula**

Endst. No. DNRE/Admin-2020/ 6216-6240 Dated : 16/09/2020

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

1. All the Addl. Deputy Commissioner-cum-Chief Project Officers, NRE in the State.
2. All the Officers/Officials of DNRE & HAREDA.
3. Care Taker, DNRE/HAREDA.
4. Programmer, DNRE is directed to upload the instructions of Govt. in the website of the Department.

*Amrit Singh*  
15/09/2020  
Superintendent  
for Director General, New & Renewable Energy  
Department, Haryana, Panchkula.