



**TO BE SUBSTITUTED BEARING SAME NUMBER AND DATE**

**No.62/19/2020-6GS1**

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 1<sup>st</sup> June, 2020

**Subject: Preventive measures to contain the spread of Coronavirus (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 letter of even number dated 18.05.2020 vide which attendance percentage for employees of Groups A & B was prescribed as 100% and for employees of Groups C & D as 50%.

In view of amended guidelines issued by Ministry of Home Affairs on 30.5.2020, the matter of attendance in Government Offices has been re-considered and following decisions have been taken in respect of all Haryana Government offices:

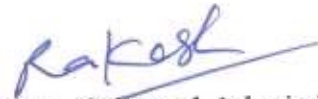
1. Attendance of Groups A & B shall continue to be 100% and for employees of Groups C & D it shall be from 75% to 100% depending upon availability of space for complete observance of Social distancing norms.
2. Heads of Departments, Heads of Offices and Deputy Commissioners may stagger office timings as per their assessment to ensure there is no rush in the offices.
3. All employees coming to office shall install Arogya Setu mobile app in case they have smart phones.
4. A weekly roster of duty for Group C and D for the Headquarters and the field offices shall be prepared to ensure minimum 75% attendance of Groups C & D.
5. In case an employee's place of residence happens to lie within a Containment Zone, such employee shall not leave the containment zone until the 'zone declaration order' has been withdrawn by the appropriate authority.

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6. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure compliance of social distancing norms, hygiene practices among the employees and regular sanitization of offices, files, office equipment, canteens and vehicles.
7. Public dealing may be restricted till 15<sup>th</sup> of June 2020.
8. The instructions issued by PWD (B&R) in respect of use of Air Conditioners in office buildings shall be strictly followed.
9. Covid Prevention SoP (Standard Operating Procedure) for Government Officers as prescribed vide order of GAD dated 18.5.2020 shall be implemented in each office.
10. Health department shall conduct regular checks to assess quality of implementation of Covid SoP at Government offices and shall also conduct random sampling of the employees at Head Offices as well as Field Offices.
11. The bar of 75% attendance mentioned in Sr. No. 1 above in respect of Group C & D category employees shall not apply to following Essential Category departments and their constituent units (Municipal Bodies, Boards, Corporations, Missions, Societies etc.) - *Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health, Development and Panchayats, Power, Irrigation, Urban Local Bodies, Medical Education, Information and Technology, Cooperation, Finance, Excise and Taxation, Information and Public Relations, HSVP and Food and Civil Supplies Departments.*
12. Deputy Commissioners can however requisition services of any official of any department in their districts for containing Covid-19 as per their assessment.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Under Secretary, General Administration,  
for Chief Secretary to Government Haryana.

