

From

Labour Commissioner
Haryana, Chandigarh.

To

1. All Presiding Officers of Haryana State,
2. Additional Labour Commissioner, NCR
Labour Department, Gurugram.
3. Joint Director, IS & H, Gurugram
4. All Deputy Directors, IS & H in the State
5. All Deputy Labour Commissioners in the State
6. All Deputy Directors, I.H. in the State
7. All Assistant Directors, IS & H in the State
8. All Assistant Directors, IS & H (Chemical) in the State
9. All Assistant Directors, I.H. in the State
10. All Assistant Labour Commissioners in the State
11. Welfare Officer (Women), Faridabad & Panipat.

No. 6875-6967

Dated: 23-3-2020

Sub.: Preventive Measures to contain the spread of COVID-19.

In reference of letters of Chief Secretary No. 62/19/2020-6GS-1 & 62/19/2020-6GS-1 dated 22.3.2020.

I am directed that 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 field offices shall ensure that 50 percent of Group B, C and D employees are required to attend the office every day and the remaining 50 percent staff shall be directed to work from home. 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 alternative 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.
2. Social distancing norms and all precautions should be followed.
3. Entry of visitors to their offices may be restricted as per instructions issued by Chief Secretary vide No. 62/19/2020-6GS-1, dated 20th March, 2020 and forwarded by this office vide endorsement No. 1129-1205 dated 21.3.2020. If absolutely necessary, such visitors may be admitted after proper screening i.e. thermal scanning and mandatory cleaning of hands with sanitizer.
4. Further, all employees who are working from home shall also undertake the work of raising awareness in respect of prevention of COVID-19 among the households through social media and other modes of communication.
5. 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.

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for

My
Addl. Labour Commissioner (Admn.)
Labour Commissioner,
Haryana, Chandigarh.

Endst. No. 6968-6982

Dated: 23-3-2020

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

1. P.S. to P.S. (L)
2. P.S. to L.C.
3. All officers of H.Q.

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for

My
Addl. Labour Commissioner (Admn.)
Labour Commissioner,
Haryana, Chandigarh.