

Most Urgent/
Time Bound

From

Labour Commissioner,
Chandigarh, Haryana.

To

- ✓ 1. Addl. Labour Commissioner (NCR), Gurgaon
2. All the Presiding Officers, Industrial Tribunal-cum-Labour Court, Haryana State.
3. Joint Director, Industrial Safety and Health (NCR) Gurgaon.
4. All Dy. Labour Commissioners Haryana State.
5. All Dy. Directors, Industrial Safety and Health Haryana State.
6. All Dy. Directors, Industrial Health Haryana State.
7. All Assistant Directors (IS&H) Chemical Haryana State.
8. All Assistant Directors (IS&H) & (IH-cum-CS) Haryana State.
9. All Welfare officers (Women), Haryana State.
10. All Assistant Labour Commissioners Haryana State.

No. Estt./01/2021/ 9608-708
Dated 03-05-2021

Subject: Preventive measures to contain the spread of COVID-19-reg.



In reference of instruction dated 02.05.2021 of Disaster Management Authority, Haryana on the subject cited above.

Please find enclosed copies of instructions dated 02.05.2021 of Disaster Management Authority, Haryana and instructions dated 16.04.2021 & 30.04.2021 of the Chief Secretary to Government, Haryana for taking effective measures to prevent the spread of Covid cases in the State of Haryana.

You are hereby directed to make the weekly roster of employees of your office with 50% staff of the actual overall strength at your own level. The rest of the employees may be allowed to work from home during the roster period. However, if required, more than 50% staff of any categories may be called on administrative grounds.

The instructions mentioned above are forwarded for strict compliance to till further orders.

Enclosed: As/above


Deputy Superintendent,
for Labour Commissioner, Haryana


**GOVERNMENT OF HARYANA
HARYANA STATE DISASTER MANAGEMENT AUTHORITY**

No. DMC-SPO-2020/5215

Dated: 02.05.2021

ORDER

Whereas, vide Order no.40-3/2020-DM-I(A), dated 29.04.2021, the Union Home Secretary and Chairman, National Executive Committee has issued directions to the State Government to take necessary containment measures, under the relevant provisions of the Disaster Management, Act, 2005.

Whereas, considering the unprecedented surge in COVID-19 cases across the State, the Government of Haryana has considered it necessary to take effective measures to prevent its spread in the State of Haryana.

Whereas, in exercise of the powers conferred under Section 22(2)(h) of the Disaster Management Act, 2005, the undersigned in my capacity as Chairperson, State Executive Committee hereby declares lockdown from 03.05.2021(05:00 am onwards) to 10.05.2021 (till 05:00 am) in the State of Haryana alongwith directions to all the Departments of the State Government and District Administration for strict implementation of enclosed guidelines during the period of lockdown in letter and in spirit.

Whereas, all residents of the State shall stay indoor during the above mentioned lockdown period. No person shall leave their homes or shall move on foot or by vehicle or travel or stand or roam around on any road or public places during the period of lockdown.



(Vijai Vardhan)
Chief Secretary-cum-Chairperson
Haryana State Executive Committee

To:

1. All Administrative Secretaries in the State of Haryana;
2. The Director General of Police;
3. All District Magistrates in the State of Haryana.

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 16th April, 2021

Subject: Preventive measures to contain the spread of COVID-19-reg.

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Sir/Madam,

I am directed to refer to this department letter of even number dated 15.09.2020 on the subject noted above. It is observed that large number of corona positive cases have been reported in the State in recent time. In view of health and safety of employees, it has been felt necessary to issue following directions to be implemented by all the Government offices/departments etc.

- (i) *Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional/ Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories in their wings, if required on administrative grounds.*
- (ii) *All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.*
- (iii) *All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM– 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors.*
- (iv) *All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.*
- (v) *All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.*
- (vi) *All officials who attend office shall strictly follow Covid appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.*

- (vii) *Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.*
- (viii) *Meetings, as far as possible, to be possible, to be conducted through video-conferencing.*
- (ix) *Entry of outsiders / visitors to be curtailed appropriately.*
- (x) *All employees of the age of 45 years and above are advised to get themselves vaccinated.*

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

Yours faithfully,

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

B

No 62/19/2020-6GS-I

From

Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Head 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 Registrar of all the Universities in Haryana.

Dated Chandigarh, the 30th April, 2021

Subject:- Preventive measures to contain the spread of Coronavirus (COVID-19)- Guidelines for protection and safety of Persons with Disabilities (Divyangjan), vulnerable persons and Pregnant Women.

Sir/Madam,

I am directed to invite your attention towards Government letter of even number dated 8.5.2020 and 16.7.2020 on the subject noted above vide which it was informed that blind and other disabled employees are more vulnerable to Corona virus disease in view of their extensive dependence on 'touch' and their 'attendance' in office is neither in their interest nor in the interest of other employees, even if they are working in essential services. Thus, it was advised that while drawing up roster of staff, the employees who are persons with severe disabilities, may not be called for duty till further order.

2. Further, vide letter dated 15.9.2020, it was also conveyed that 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, they shall not be exposed to any front-line work requiring direct contact with the public. Similarly, all pregnant women employees whether regular, contractual, outsources, daily wages or adhoc were also advised to work from home.

3. It has been brought to the notice of the Government that the above referred instructions are not being complied with in letter and spirit and such

employees are being forced to attend office regularly due to one reason or the other. Consequently, they are approaching the Government for necessary guidance. Moreover, there has been a surge in numbers of Covid-19 cases and therefore, it is imperative to put in place strict measures to prevent the spread of Covid-19.

4. Keeping in view the prevailing situation due to Covid-19 Pandemic and with an aim to break the chain of Covid-19 infection and safety of Persons of certain categories, it has now been decided that no person with severe disabilities (Divyangjan), vulnerable persons viz. employees suffering from hypertension, blood pressure, Heart or Lung disease, cancer and other chronic disease and Pregnant women employees whether regular, contractual, outsources, daily wages or adhoc shall be called for duty, even if, they are engaged in essential services. If required, they can work from home, provided they have necessary infrastructure to the same. This exemption will remain in force till the further orders.

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

Yours faithfully,



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



Guidelines on the measures to be taken by Departments of State Government and District Administration for containment of COVID-19 Epidemic in the State of Haryana for lockdown for the period from 03.05.2021(05:00 am onwards) to 10.05.2021 (till 05:00 am).

1. Offices of the Government of India, its Autonomous/ Subordinate Offices and Public Corporations shall operate as per the directions from authorities of Government of India.
2. Offices of the State Government, its Autonomous Bodies, Corporations, etc. shall operate as follows:-
 - a. Police, home guards, civil defence, fire and emergency services, disaster management, prisons, electricity, water and sanitation shall work without restrictions.
 - b. All other Offices of the State Government departments, its Autonomous Bodies, Corporations, etc., shall strictly follow the directions issued by the O/o Chief Secretary, Haryana dated 16.04.2021 and 30.04.2021.
 - c. Agencies engaged in procurement of agriculture products, including MSP operations and 'Mandis' operated by the Agriculture and Farmers Welfare Department shall work without restrictions.
For above at Sr. No. 1&2, Office Identity Card/authorisation from the office concerned, will be sufficient for movement during the lockdown.
3. All health services (including AYUSH) to remain functional, such as:
 - a. Hospitals, nursing homes, clinic, vaccination centres, telemedicine facilities.
 - b. Dispensaries, chemists, pharmacies, all kinds of medicine shops including Jan Aushadhi Kendras and medical equipment shops.
 - c. Medical laboratories and collection centres.
 - d. Pharmaceutical and medical research labs, institutions carrying out COVID-19 related research.
 - e. Veterinary Hospitals, dispensaries, clinics, pathology labs, sale and supply of vaccine and medicine.
 - f. Eye clinics, shops of opticians and dental clinics are allowed to remain open.
 - g. Authorised private establishments, which support the provisioning of essential services, or efforts for containment of COVID-19, including home care providers, diagnostics, supply chain firms serving hospitals.
 - h. Manufacturing units of drugs, pharmaceuticals, medical devices, medical textiles, sanitation materials, medical oxygen, their packing material, raw material and intermediates.
 - i. Units engaged in construction of medical/ health infrastructure including manufacture of ambulances.
 - j. Movement (Inter and Intra State, including by air) of all medical and veterinary personnel, scientists, nurses, para-medical staff, lab technicians, mid-wives and

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other hospital support services, including ambulances, people proceeding to the vaccination centres for vaccination.

4. Agriculture and related activities:

A. All agriculture and horticulture activities to remain fully functional, such as:

- i. Farming operations by farmers and farm workers in field.
- ii. Agencies engaged in procurement of agriculture products, including MSP operations.
- iii. 'Mandis' operational by the Agriculture Produce Market Committee (APMC) or as notified by the Agriculture and Farmers Welfare Department, Haryana (e.g., Satellite mandis). Direct marketing operations by the State Government or by industry, directly from farmers / group of farmers, FPOs' co-operatives etc. Department concerned may promote decentralized marketing and procurement at village level.
- iv. Shops of agriculture machinery, its parts (including its supply chain) and repairs to remain open.
- v. 'Custom Hiring Centres (CHC)' related to farm machinery.
- vi. Manufacturing, distribution and retail of fertilizers, pesticides and seeds.
- vii. Movement (inter and intra State) of harvesting and sowing related machines like Combine harvester and other agriculture / horticulture implements.

B. Fisheries - the following activities will be functional:

- i. Operations of fishing (marine and inland) / aquaculture industry, including feeding and maintenance, harvesting, processing, packaging, cold chain, sale and marketing.
- ii. Hatcheries, feed plants, commercial aquaria.
- iii. Movement of fish/ shrimp and fish products, fish seed/feed and workers for all these activities.

C. Animal husbandry - the following activities will be functional:

- i. Collection, processing, distribution and sale of milk and milk products by milk processing plants, including transport and supply chain including milk vendors.
- ii. Operation of animal husbandry farms including poultry farms & hatcheries and livestock farming activity.
- iii. Animal feed manufacturing and feed plants, including supply of raw material, such as maize and soya.
- iv. Operation of animal shelter homes, Including Gashalas.

5. Financial sector: following to remain functional:

- i. Reserve Bank of India (RBI) and RBI regulated financial markets and entities like NPCL, CCIL, payment system operators and standalone primary dealers.
- ii. Bank branches and ATMs, IT vendors for banking operations, Banking Correspondents (BCs), ATM operation and cash management agencies.

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- a. Bank branches be allowed to work as per working hours.
- b. Local administration to provide adequate security personnel at bank branches and BCs to maintain social distancing, law and order and staggering of visits of account holders to their bank branches.
- iii. SEBI and capital and debt market services as notified by the Securities and Exchange Board of India (SEBI).
- iv. IRDAI and Insurance companies,

6. Social sector: following to remain functional

- i. Operation of homes for children/disabled/mentally challenged/ senior citizens/destitutes /women /widows
- ii. Observation homes, after care homes and places of safety for juveniles.
- iii. Disbursement of social security pensions, e.g., old age/widow/ freedom fighter pensions; pension and provident fund services provided by Employees provident Fund Organization (EPFO).
- iv. Operation of Anganwadis - distribution of food items and nutrition at the doorsteps of beneficiaries, e.g., children, women and lactating mothers.

7. MNREGA works to be allowed:

- i. MNREGA works shall be allowed with strict implementation of social distancing and face mask
- ii. Priority to be given under MNREGA to irrigation and water conservation works.
- iii. Other Central and State sector schemes in irrigation and water conservation sectors are also allowed to be implemented and suitably dovetailed with MNREGA works.

8. Public utilities: following to remain functional

- i. Operations of Oil and Gas sector, including refining, transportation, distribution, storage, refilling Centres and retail sale of products, e.g., petrol, diesel, kerosene, CNG, LPG, PNG, etc., including supply of Oxygen Cylinders and Oxygen Concentrators.
- ii. Generation, transmission and distribution of power at State level.
- iii. Postal services, including postal offices
- iv. Operations of utilities in water, sanitation and waste management sectors, at municipal/local body levels in State.
- v. Operation of utilities providing telecommunication and internet services.

9. Movement, loading/uploading of goods/ cargo (inter and intra State) is allowed, as under:-

- i. All goods traffic will be allowed to ply.
- ii. Operations of Railways: Transportation of goods and parcel trains.

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- iii. Operation of Airports and related facilities for air transport for cargo movement, relief and evacuation.
- iv. Movement of all trucks and other goods/carrier vehicles/Gas Tankers with two drivers and one helper subject to the driver carrying a valid driving license ;an empty truck/vehicle will be allowed to ply after the delivery of goods, or for pick up of goods.
- v. Shops for trucks repairs and dhabas on highways, with stipulated minimum distance as prescribed by the district authorities.
- vi. Movement of staff and contractual labour for operations of railways, airports/air carriers will be allowed on passes/ authorizations being issued by the Railways and Airport Authorities.

10. Supply of essential goods is allowed, as under:

- i. All facilities in the supply chain of essential goods, whether involved in manufacturing, wholesale or retail of such goods through local stores, large brick and mortar stores or e-Commerce companies should be allowed to operate, ensuring strict social distancing.
- ii. Shops (including Kirana and single shops selling essential goods) and carts, including ration shops (under PDS), dealing with food and groceries (for daily use), hygiene items, fruits and vegetables, dairy and milk booths, poultry, meat, fish, animal feed and fodder etc. are allowed to operate after ensuring strict social distancing.
- iii. District authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.

11. Commercial and private establishments, as listed below, will be allowed to operate:

- i. Print and electronic media including broadcasting, DTH and cable services.
- ii. IT and IT enabled Services, with upto 50% strength.
- iii. Data and call centers for Government activities only.
- iv. Government approved Common Services Centers (CSCs) at Gram Panchayat level.
- v. E-Commerce companies. Vehicle used by e-commerce operators will be allowed to ply with necessary permissions.
- vi. Courier Services.
- vii. Cold Storage and warehousing services, including at airports, railway stations, container Depots, individual units and other links in the logistics chain.
- viii. Private security services and facilities management services for maintenance and upkeep of office and residential complexes.
- ix. Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air crew.
- x. Establishments used/earmarked for Covid quarantine facilities.

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- xi. Maintenance Services provided by self-employed persons, e.g., electrician, IT repairs, plumbers, motor mechanics and carpenters.

12. Industries/Industrial Establishment (both Government and private), as listed below, will be allowed to operate:

- i. Industries operating in rural areas, i.e. outside the limits of municipal corporations and municipalities.
- ii. Manufacturing and other industrial establishments with access control in Special Economic Zones (SEZs) and Export Oriented Units (EoUs), industrial estates, and industrial townships. These establishments shall make arrangements for stay of workers within their premises or at adjacent buildings as far as possible. The transportation of workers to work place shall be arranged by the employers in dedicated transport by ensuring social distancing.
- iii. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates.
- iv. Manufacturing units that supply components/equipment for defence sector.
- v. Manufacturing units of automobiles and components that are used in defence, agriculture and health sectors.
- vi. Food processing industries in rural areas, i.e. outside the limits of Municipal Corporation and municipalities.
- vii. Production units, which require continuous process, and their supply chain.
- viii. Manufacturing of IT hardware.
- ix. Coal production, mines and mineral production, their transportation, supply of explosives and activities incidental to mining operations.
- x. Manufacturing units of packaging material.
- xi. Jute industries with staggered shifts and social distancing.
- xii. Oil and gas exploration/refinery.
- xiii. Brick kilns in rural areas, i.e., outside the limits of municipal corporations and municipalities.

13. Construction activities, listed as below, will be allowed to operate:

- i. Construction of roads, irrigation projects, building and all kinds of industrial projects, including MSMEs, in rural areas, i.e. outside the limits of municipal corporations and municipalities; and all kinds of projects in Industrial estates.
- ii. Construction of renewable energy projects.
- iii. Continuation of works in construction projects, within the limits of municipal corporations and municipalities, where workers are available on site and no workers are required to be brought in from outside (In situ construction).

14. Movement of persons is allowed in following cases:

- i. Private vehicles for emergency services, including medical, vaccination and veterinary care, and for procuring essential commodities.
- ii. All personnel travelling to place of work and back in the exempted categories.

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- iii. Students or candidates who have to attend various exams (including competitive exams) will be allowed necessary movement to the examination centres during the lockdown and their examination Hall Tickets should be considered valid for the same. Movement is also allowed for persons those are on examination duties on production of identity cards. Students are allowed to be accompanied by one guardian/parent.
- iv. Passengers going to or returning from airport or railway station or I.S.B.T/bus stations will be allowed.
- v. Movements of maids, cooks, drivers, domestic help, nurses, medical attendees and care givers to Senior citizens, disabled and ailing persons shall be allowed during the lockdown period.

15. Transport services

- a. Transportation for essential goods only will be allowed.
- b. Fire, law and order and emergency services will be allowed.
- c. Buses for public transport with 50% capacity will be allowed.
- d. Metro rail services will be allowed.
- e. Taxis (including auto rickshaws and cycle rickshaws) and services of cab aggregators will be allowed as follows:-

Taxi and cab aggregator will be allowed to ply with a maximum of three passengers in addition to the driver. Auto/E-rickshaws are allowed to ply with two persons in addition to Auto/E-rickshaw driver. One pillion rider will be allowed on a two-wheeler and it shall be mandatory for both the persons to wear the helmets, masks and gloves. Manually driven rickshaws shall carry not more than two passengers.

- f. All passenger movement by trains will be allowed.

16. Some other activities- restricted/permitted

- a. All educational, training, coaching institutions etc. shall remain closed.
- b. All cinema halls, malls, shopping complexes, gymnasiums, sport complexes, swimming pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places shall remain closed.
- c. All social/political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings will be prohibited unless permitted specifically by the Deputy Commissioner.
- d. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.
- e. Hotels, restaurants/eating places, food joints (including those in malls) will remain open only for home delivery upto 10:00 PM. Road side dhabas/food stalls including fruit stalls are allowed only to provide parcels or take away services. No person is allowed to stand there and consume food/fruits.
- f. In case of funerals, congregation of more than twenty persons will not be permitted.

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- g. All marriage functions which have taken already prior permission from the concerned District Magistrates or officers authorised by them, shall be allowed subject to the limit of a maximum of 50% of the hall capacity with a ceiling of 30 persons in indoor spaces and of 50 persons in open spaces.
- h. However, in containment zones demarcated by concerned District Magistrate, the activities allowed under these guidelines will not be permitted except home delivery of essential food/milk/ration items.
17. Instructions for enforcement of above lockdown measures:
- i. All the District Magistrate shall strictly enforce the National COVID-19 directives as specified in Annexure I. Penalties prescribed shall be levied and collected from all persons and entities violating these directives.
 - ii. In order to implement these containment measures, the District magistrate will deploy Executive magistrates as Incident Commanders in the respective local jurisdiction. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such Incident Commander. The Incident Commander will issue passes for enabling essential movements as explained.
 - iii. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.
 - iv. These guidelines will come into force with effect from 03.05.2021 and will remain in force upto 10.05.2021.
18. For lockdown passes
- All the Industrial Units/entrepreneurs/concerns shall mandatorily apply on Saralharayana portal (<https://saralharayana.gov.in>) by providing necessary details in order to generate requisite passes for the employees/staff/self.
19. Penal provisions
- Any person violating these lockdown measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at Annexure II.

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NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.
Shops will ensure physical distancing among customers.
3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.

Offences and Penalties for Violation of Lockdown Measures**A. Section 51 to 60 of the Disaster Management Act, 2005**

51. Punishment for obstruction, etc.—Whoever, without reasonable cause—

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his

knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

- (a) "company" means anybody corporate and includes a firm or other association of individuals; and
- (b) "director", in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

- (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or tends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

No 62/19/2020-6GS-I

From

Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Head 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 Registrar of all the Universities in Haryana.

Dated Chandigarh, the 30th April, 2021

Subject:- Preventive measures to contain the spread of Coronavirus (COVID-19)- Guidelines for protection and safety of Persons with Disabilities (Divyangjan), vulnerable persons and Pregnant Women.

Sir/Madam,

I am directed to invite your attention towards Government letter of even number dated 8.5.2020 and 16.7.2020 on the subject noted above vide which it was informed that blind and other disabled employees are more vulnerable to Corona virus disease in view of their extensive dependence on 'touch' and their 'attendance' in office is neither in their interest nor in the interest of other employees, even if they are working in essential services. Thus, it was advised that while drawing up roster of staff, the employees who are persons with severe disabilities, may not be called for duty till further order.

2. Further, vide letter dated 15.9.2020, it was also conveyed that 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, they shall not be exposed to any front-line work requiring direct contact with the public. Similarly, all pregnant women employees whether regular, contractual, outsources, daily wages or adhoc were also advised to work from home.

3. It has been brought to the notice of the Government that the above referred instructions are not being complied with in letter and spirit and such

employees are being forced to attend office regularly due to one reason or the other. Consequently, they are approaching the Government for necessary guidance. Moreover, there has been a surge in numbers of Covid-19 cases and therefore, it is imperative to put in place strict measures to prevent the spread of Covid-19.

4. Keeping in view the prevailing situation due to Covid-19 Pandemic and with an aim to break the chain of Covid-19 infection and safety of Persons of certain categories, it has now been decided that no person with severe disabilities (Divyangjan), vulnerable persons viz. employees suffering from hypertension, blood pressure, Heart or Lung disease, cancer and other chronic disease and Pregnant women employees whether regular, contractual, outsources, daily wages or adhoc shall be called for duty, even if, they are engaged in essential services. If required, they can work from home, provided they have necessary infrastructure to the same. This exemption will remain in force till the further orders.

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

Yours faithfully,



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



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 16th April, 2021

Subject: Preventive measures to contain the spread of COVID-19-reg.

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Sir/Madam,

I am directed to refer to this department letter of even number dated 15.09.2020 on the subject noted above. It is observed that large number of corona positive cases have been reported in the State in recent time. In view of health and safety of employees, it has been felt necessary to issue following directions to be implemented by all the Government offices/departments etc.

- (i) *Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional/ Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories in their wings, if required on administrative grounds.*
- (ii) *All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.*
- (iii) *All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM– 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors.*
- (iv) *All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.*
- (v) *All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.*
- (vi) *All officials who attend office shall strictly follow Covid appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.*

- (vii) *Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.*
- (viii) *Meetings, as far as possible, to be possible, to be conducted through video-conferencing.*
- (ix) *Entry of outsiders / visitors to be curtailed appropriately.*
- (x) *All employees of the age of 45 years and above are advised to get themselves vaccinated.*

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

Yours faithfully,

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

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