

No.62/69/2021-6GS1

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 4th January, 2022.

Subject: Preventive measures to contain the spread of Coronavirus (COVID-19) -Attendance of State Government officials regarding.

Sir/Madam,

I am directed to invite your kind attention to the subject noted above in view of the rapid surge in COVID-19 cases. Therefore, the matter regarding regulating attendance of State Government employees has been reviewed and it has been decided that all the Government offices/departments etc. shall follow the following preventive measures with immediate effect, till 20th January 2022:-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the departments concerned.
- (ii) All officers of the level of Under Secretary, equivalent and above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) To avoid rush in commuting and lifts & corridors, all officers who attend office shall stagger entry and exit timings i.e. spread entry to office between 9:00 AM – 10:00 AM and corresponding exit time. The Head of Office and HoDs shall take care of this aspect.
- (v) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- (vi) Those officers/staff who are not attending office and working from home, shall be available on telephone and other electronic means of communication at all times.
- (vii) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest are to be avoided.
- (viii) All officials/staff to ensure strict compliance with Covid-appropriate behavior viz. frequent washing of hands/sanitization; wearing a face mask covering the nose; observing social distancing at all times; ensure non-crowding in corridors, canteens etc.
- (ix) Entry of visitors/outsideers to the Government office shall be curbed appropriately.
- (x) Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces shall be ensure by HoDs/Heads of Office.

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

Yours faithfully,

Tilak Ram

Superintendent, General Services-I,
for Chief Secretary to Government Haryana.