

HARYANA VIDHAN SABHA SECRETARIAT

ORDER

In view of increasing number of cases of Coronavirus (COVID-19) day by day in the Country as well as in the State and in order to put in place strict measures of isolation and social distancing to break the transmission chain of contagion of COVID-19, the Officers / Officials of this Secretariat are allowed to work from home with immediate effect till 31.03.2020. However, the following Branches would continue to function in the Haryana Vidhan Sabha Secretariat in rotation of the staff in view of closing of current financial year 2019-20 :-

1. Secretary to Hon'ble Speaker Branch
2. Secretary Branch
3. Bills Branch
4. Payment Cell
5. CA/TA Branch
6. Loan & Pension Branch
7. Notice Branch
8. Watch & Ward Branch
9. MLAs Hostel Branch
10. General Branch (including Chowkidars).

The Branch Officers would be responsible to maintain a weekly roster of duty of officials working under them and they would also ensure timely disposal of official work of their respective Branches and sufficient staff to be present in office keeping in view the workload.

Apart from this, all lady employees, handicapped employees, employees above the age of 50 years, and employees underlying medical conditions of the aforesaid Branches, are also advised to work from home. However, all the officers /officials of this Secretariat must maintain Headquarters and be in readiness for deployment at short notice and be available on landlines /mobile telephone. No officer / official is allowed to leave the station without prior permission of the competent authority, because in emergent situations, they can be called for at any moment. They should not switch off their mobile phones.

Besides this, concerned DDOs and Branch Officers of all Branches are instructed to complete their official works in time which are urgent and compulsory in nature to be completed before closing of 31st March, 2020.

As a precautionary measure, the rooms of MLAs Hostel may not be allotted to anybody except Hon'ble MLAs till further orders. It may also be ensured that minimum staff is present in the Haryana Vidhan Sabha Canteen keeping in view workload.

Apart from above, public access to the Haryana Vidhan Sabha Secretariat may also be restricted barring exceptional circumstances. The officers /officials etc. may be allowed to enter into the precincts of this Secretariat after proper screening i.e. thermal scanning and mandatory cleaning of hands with sanitizer which should be provided at all entry points.

These instructions must be complied with strictly in letter and spirit.

By Orders of Hon'ble Speaker

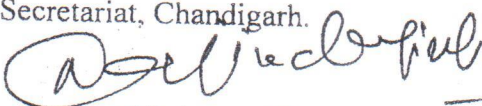
DATED CHANDIGARH
THE 23rd MARCH, 2020

R.K. NANDAL
SECRETARY

No.15-EA-2020/-5493-94 dated Chandigarh, the 25th March 2020.

A copy of above is forwarded to the following for information and strict compliance of the orders:-

1. All Officers / Heads of Branches,
2. Incharge, Canteen, Haryana Vidhan Sabha Secretariat, Chandigarh.


Editor of Debates (E)
for Secretary.