

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. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners of the State of Haryana.
5. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
6. The Registrars of all the Universities in Haryana

Dated Chandigarh, the 3rd May, 2020

**Subject:- Preventive measures to contain the spread of Coronavirus (COVID-19)-
Work from Home – changes thereof.**

Sir/Madam,

I am directed to refer to this department letter of even number dated 23.3.2020 vide which all the departments except those mentioned in para 2 were directed to work from home during the lockdown till further orders. While announcing the 3rd phase of lockdown upto 17.5.2020, the Ministry of Home Affairs has issued consolidated guidelines on 01.05.2020 providing some relaxations to States/UTs. Attention is invited towards para 7.g of the guidelines which is reproduced as under:

"7. g. All Government offices shall function with officers of the level of Deputy Secretary and above to the extent of 100% strength. The remaining staff will attend up to 33% as per requirement. However, Defence and Security services, Health and Family Welfare, Police, Prisons, Home Guards, Civil Defence, Fire and Emergency Services, Disaster management and related services, NIC, Customs, FCI, NCC, NYK and Municipal Services shall function without any restrictions; delivery of public services shall be ensured and necessary staff will be deployed for such purpose."

2. In the light of above para, it has been decided to re-open all the Government Offices in the State of Haryana as well as at Chandigarh with the following working strength:

Group A& B : 100%

Group C& D : 33%

3. A weekly roster of duty for Group C and D for the Headquarters and the field offices shall be prepared and Group C & D staff shall be asked to attend the office on alternate weeks. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office and use their own transport to travel to their office. 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a Containment Zone, such employee shall not leave the containment zone until the 'zone declaration order' has been withdrawn by the appropriate authority.

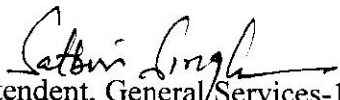
4. The HoDs/Head of Offices shall ensure compliance of social distancing norms, hygiene practices among the employees and regular sanitization of offices, files, office equipments, canteens and vehicles. The instruction issued by PWD (B&R) in respect of use of Air Conditioners in office buildings shall be strictly followed.

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5. The provision relating to 33% staffing strength for Groups C & D shall not apply to the following 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.**

6. This order shall be applicable from 4th May, 2020 till further orders.

All concerned are directed to comply with these instructions/directions in letter and spirit.


Superintendent, General Services-1,
for Chief Secretary to Government Haryana. 