

## HARYANA VIDHAN SABHA SECRETARIAT

### ORDER

In pursuance of Notification No.62/19/2020-6GSI dated 03.05.2020 issued by Haryana Government, constant increasing figure of Coronavirus (COVID-19) cases and lockdown in the State as well as in the Country, Group 'A' & 'B' Officers to the extent of 100% strength and Group 'C' & 'D' employees to the extent of 33% strength (in rotation on alternate weeks) of this Secretariat, are directed to attend the office on all working days (with remaining staff working from home) so as to ensure smooth functioning of this Secretariat. For Group 'C' & 'D' officials, a weekly duty roster may be prepared by the Branch Officers/ Incharges concerned and while deciding the duty roster for the first week, the Branch Officers/ Incharges concerned are advised to include officials in the duty roster, who are residing in close proximity to this Secretariat and using their own transport to travel to the office. A copy of the weekly duty Roster of Group 'C' & 'D' employees prepared by the Branch Officers / Incharges of their respective Branches, may be sent to Establishment Branch from time to time.

It would also be advisable that 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Zone' ( ), such employee shall not leave the 'containment zone' until the 'zone declaration order' has been withdrawn by the appropriate authority.

Above all, according to the Guidelines issued by Ministry of Home Affairs, Ministry of Health & Family Welfare, Government of India, the following safety precautionary measures would be maintained in the Haryana Vidhan Sabha Secretariat by the **General Branch** in coordination with MLAs Hostel Dispensary so as to break the transmission chain of contagion of COVID-19 :-

1. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. entry points, doors, handles, floors, stairs, corridors, tables, chairs, lifts, canteen, toilets, office files, office equipments, vehicles and water points etc., shall be ensured daily and a '**Sanitizer Spraying Tunnel**' may be purchased and installed at the entry points so that the officers / officials may pass through it before entering into the Secretariat building for proper safety measures.
2. Drinking water tanks be got disinfected and filled up with pure potable water and Water Filters be got serviced by authorized Service Provider.
3. Provision for Thermal scanning, hand wash and sanitizer preferably with touch free mechanism may be made at all entry and exist points and common areas. In addition, sufficient quantities of hand wash liquids and sanitizer may be made available in the Secretariat.
4. Sufficient liquid soap and water be ensured in all toilets.
5. Air Conditioners and fans be got cleaned/serviced by the Authorized Service Provider and instructions issued by PWD (B&R) in respect of use of Air Conditioners in office buildings may be strictly followed.

Apart from this, it is also imperative for all Branch Officers /Incharges and employees of this Secretariat to comply with the following safety precautionary measures:-

#### SOCIAL DISTANCING :-

1. All Branch Officers / Incharges shall ensure social distancing (minimum 6 feet gap) norms, hygiene practices as per the guidelines issued by Ministry of Health and Family Welfare, Government of India.

2. Social distancing shall be ensured through adequate gaps, such as staggering the lunch breaks of staff etc.
3. Preferably, the stairs should be used and use of lifts be avoided.

**SCREENING AND MONITORING:**

4. Entry of visitors from outside, should be strictly prohibited.
5. All the Officers / officials should be allowed to enter into the Secretariat building after proper thermal scanning and after showing their Identity Cards to Watch & Ward Officials deputed at the entry points.

**PREVENTION AND AWARENESS:**

6. Wearing of 'face cover/mask' is compulsory.
7. Spitting, cigarette smoking, use of *Gutka, tobacco* and liquor etc. would be strictly prohibited in the Secretariat premises.
8. Persons above 65 years of age, persons with co-morbidities, pregnant women, shall stay at home.
9. Dustbins be used with covers.
10. The doors of office rooms be kept open so as to avoid frequent contact with the doors.
11. Officers /officials should preferably carry their own water bottles, tea mug etc. from their homes.
12. Committee rooms may be used only in exceptional circumstances. Possibly, the meetings, if required, be held through 'Video Conferencing'.
13. Hand shake be avoided by the officers / officials.
14. Handkerchief etc. be used and distance measures be maintained while sneezing.
15. Use of *Arogya Setu* App shall be made mandatory for all employees. It shall be the responsibility of the Branch Officers/ Incharges to ensure 100% coverage of this App amongst the employees.
16. Large physical meetings be avoided.
17. Hospitals / Clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and a list of Quarantine areas be also prepared for isolating employees showing symptoms till they are safely moved to the medical facilities, and the lists should be available at the Notice Board and on the official website [haryanaassembly.gov.in](http://haryanaassembly.gov.in) of the Secretariat all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities.

Shri Yadvender Yadav, Deputy Superintendent is directed to upload the instructions issued by Ministry of Home Affairs, Ministry of Health & Family Welfare, Government of India, Government of Haryana and by this Secretariat in this regard and list of Hospitals / Clinics in the nearby areas, which are authorized to treat COVID-19 patients, alongwith the quarantine areas, on the official website: [haryanaassembly.gov.in](http://haryanaassembly.gov.in) of this Secretariat as well as on the Notice Board of Haryana Vidhan Sabha Secretariat.

The instructions issued vide Order No.15-EA-2020/5493-94 dated 23.03.2020 by this Secretariat in this regard are also reiterated. These directions shall be applicable with immediate effect till further orders which must be complied with strictly in letter and spirit

**By Orders of Hon'ble Speaker**

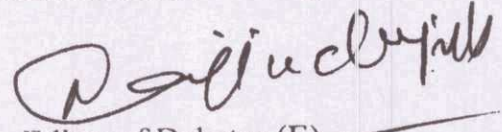
DATED CHANDIGARH  
THE 4<sup>th</sup> May, 2020

R.K. NANDAL  
SECRETARY

No.15-EA-Covid-2020/-5603-04 dated Chandigarh, the 4<sup>th</sup> May, 2020.

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

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



Editor of Debates (E) —  
for Secretary