

## HARYANA VIDHAN SABHA SECRETARIAT

### ORDER

This is in continuation of orders issued by this Secretariat vide Memo.No.15-EA-Covid-2020/5603-04 dated 04.05.2020 regarding physical presence of the officers / officials in the Haryana Vidhan Sabha Secretariat.

It has been observed that some of the officers / officials of this Secretariat are misinterpreting the above quoted orders with regard to the physical presence of officers /officials in the office.

It is, therefore, clarified that while complying with the orders of the State Government issued vide Memo.No.62/19/2020-6GSI dated 03.05.2020, this Secretariat has started functioning with the following working strength w.e.f. 04.05.2020 :-

Group 'A' & 'B' Officers : 100%  
Group 'C' & 'D' Officials : 33% (on alternate weeks by rotation).

As regards the instructions issued by this Secretariat vide Memo.No.15-EA-2020/5493-94 dated 23.03.2020 and reiterated in the order dated 04.05.2020, it is specifically made clear that as per the latest instructions dated 03.05.2020 of the State Government, it is imperative for all the Officers/officials of this Secretariat to attend the office as per the criteria / percentage of employees, as fixed/mentioned above and the female, handicapped employees and employees above the age of 50 years etc., are not exempted from attending the office now. Above all, the following directions would also continue to be complied with by all the officers / officials of this Secretariat:-

1. All the officers /officials would be responsible for timely disposal of the office work (relating to them) which should not be suffered at all.
2. All the officers /officials must maintain the Headquarters. The employees should be in readiness for deployment at short notice and be available on landlines /mobile telephones. The employees are not 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 also not switch off their mobile phones.

Hon'ble Speaker today (06.05.2020) discussed the matter with the higher authorities of this Secretariat regarding physical presence of the officers / officials in the office and took stock of the situation. It has been observed by him that some of the officers / officials are not complying with the orders dated 04.05.2020 issued by this Secretariat and are not attending the office willfully which has been viewed seriously by Hon'ble Speaker and he has, therefore, ordered that all the officers and officials may be directed to attend the office in routine as per the criteria /percentage fixed /mentioned above, and despite that, in case any officer /official does not attend the office, he /she may apply for leave of kind due. In case he/ she fails to apply for the leave, leave of kind due, shall be deducted out of his /her leave account for the absence period of the officer /official concerned.

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

**By Orders of Hon'ble Speaker**

DATED CHANDIGARH  
THE 6<sup>th</sup> May, 2020

R.K. NANDAL  
SECRETARY



HARYANA VIDHAN SABHA SECRETARIAT  
No.15-EA-Covid-2020/- 5630-31 dated Chandigarh, the 6<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.

*(Signature)*

Editor of Debates (E)  
for Secretary

Group A & B Officers  
Group C & D Officers

As regards the instructions issued by this Secretariat vide Memo No. 15-EA-Covid-2020/5630-31 dated 06.05.2020 and reiterated in the order dated 07.05.2020 it is requested that as per the latest instructions dated 03.05.2020 of the State Government it is imperative for all the officers of this Secretariat to attend the office as per the official percentage of attendance as mentioned above and the telephic hand carried messages and copy work above the age of 50 years etc. are not exempted from attending the office now. Hence all the following officers would have to continue to be accompanied by all the officers of this Secretariat.

1. All the officers/officers would be responsible for timely disposal of the office work (relating to them) and should not be subjected at all.
2. All the officers/officers must maintain the Headquarters. The employees should be in readiness for deployment at short notice and be available on the office mobile telephones. The employees are not allowed to leave the station without prior permission of the competent authority, because in emergency situations they can be called for at any moment. They should not switch off their mobile phones.

Hon'ble Speaker (06.05.2020) discussed the matter with the higher authorities of this Secretariat regarding physical presence of the officers in the office and took stock of the situation. It was observed that in some of the officers' offices the mobile phones were not working and the Secretariat and major attending the office with the watch has been viewed seriously by Hon'ble Speaker and he has directed that all the officers and staff must be accompanied to attend the office in order to get the office work done. It was also noted that the employees should not apply for leave and if they do apply for the leave leave of kind should be treated out of their leave account for the absence period of the office. These instructions must be complied with strictly in letter and spirit.

By Orders of Hon'ble Speaker

R.K. SANDAL  
SECRETARY

DATED CHANDIGARH  
THE 6<sup>th</sup> MAY 2020