

No.12/07/2020-4PP2/179
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(Personnel Policies-II Branch)

Dated, Chandigarh: 20-03-2020

To

All Heads of Departments,
Registrar, Punjab & Haryana High Court,
Commissioners of Divisions,
District and Session Judges and
All Deputy Commissioners in the State

Sub: Preventive measures to contain the spread of COVID-19.

In continuation of this Department OM of even no. 12/151/15-2PP2(3PP2)/153 dated 06.03.2020, 12/07/2020-4PP2/167 dated 13.03.2020 and 12/07/2020-4PP2/169 dated 17.03.2020, to enhance the efforts to break the chain of COVID-19 the following instructions are issued:

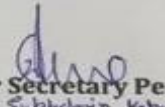
- (i) Heads of Department (HoDs) may ensure that 50 percent of Group B, C and D employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to **Work From Home**. All HoDs are advised to draft a fortnightly roster of duty of Group B, C and D staff and ask them to attend office accordingly. The first fortnight will be from 23rd March, 2020 to 5th April, 2020 and second fortnight will be from 6th April, 2020 to 19th April, 2020.
- (ii) Further, to avoid crowding at the time of opening & closure of office, the working hours in an office complex with hundred or more employees should be staggered. The three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9.00 AM to 5.00 PM
 - (b) 9.30 AM to 5.30 PM
 - (c) 10.00 AM to 6.00 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work. The employees at home should ensure that their family members are leaving house only for essential services/work.
- (iv) HoD's may call sufficient staff during holidays to office to ensure services in any emergency.
- (v) The Department of Governance Reforms has developed a Mobile App 'COVA Punjab' with the objective to sensitise people and disseminate

information about precautionary measures, tests, hospitals etc. about ongoing epidemic of COVID 19. The App is available on Google Playstore with the name 'COVA' and on Apple Store with the name 'COVA Punjab'. This App will also help to know the spread of epidemic in locality. It is mandatory for all employees to download and use this App. Employees are also advised to encourage their family members to download and use this App.

- (vi) Similar instructions may be issued to attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (vii) These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19. These Departments are as under:-
- 1) Police, Home Guard, Jails, Courts/District Attorneys
 - 2) District Magistrates/SDM, Tehsil/Revenue (Disaster Management)
 - 3) Health, Medical Education and Research, Fire, Local Govt. Rural Development,
 - 4) Food & Civil Supplies, ICDS, Transport, Mandi Board, Water Supply and Sanitation, Power.
- (viii) These orders shall be applicable with immediate effect.


Under Secretary Personnel
Subhash Chander Kapoor

A Copy is forwarded to all the Special/Additional Chief Secretaries/ Financial Commissioners/Principal Secretaries and Secretaries to the Government of Punjab for information and necessary action.


Under Secretary Personnel
Subhash Chander Kapoor

To

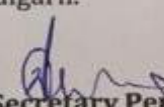
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LD No. 12/07/2020-4PP2/180
Endst. No. 12/07/2020-4PP2/181-183

Dated, Chandigarh: 20.03.2020
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A copy is forwarded to the following for information and necessary action:-

- 1) Principal Secretary, Labour and employment to issue similar directions to the Industrial Units and other Business Establishments.
- 2) Director, Information and Public Relation Department, Punjab, Chandigarh to give wide publicity to these instructions through Print and other Electronic Media for the information and awareness of general public.
- 3) Director, Health and Family Welfare, Punjab, Chandigarh.


Under Secretary Personnel
Subhash Chander Kapoor