

Dated, Chandigarh: 25-03-2020

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: Guidelines for the Head of Offices to work with minimal number of employees.

This is in reference to Annexure of Government of India, Ministry of Home Affairs order No. 40-3/2020-DM-1(A), dated 24-3-2020 on the subject cited above.

2. As per para-2 of the Annexure to guidelines under reference offices of State/Union Territory Government shall remain closed with following exceptions:-

- a) Police, Home Guards, Civil Defence, Fire and Emergency Services, Disaster Management and Prisons.
- b) District Administration and Treasury.
- c) Electricity, Water Supply & Sanitation.
- d) Municipal Bodies - Only Staff required for essential services like sanitation, personnel related to Water Supply etc.

The above offices should work with minimum number of employees. All other offices may continue to work-from-home only

3. In view of the above, it is clarified that till 14th April, 2020 the Head Offices of the aforesaid departments and of all other departments that have district offices or support the district administration shall work at State Headquarter and Divisional/Zonal Headquarters with minimal staff so as to provide required support and directions to the District Administration, Municipal Bodies etc.

Karan Avtar Singh
Chief Secretary to Government of Punjab

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

To

All the Special/Additional Chief Secretaries/
Financial Commissioners/Principal Secretaries and Secretaries to the
Government of Punjab for information and necessary action.

I.D No. 12/07/2020-4PP2/197

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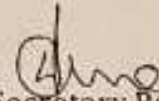
Endst. No. 12/07/2020-4PP2/ 198-199

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action:-

A copy is forwarded to the following for information and necessary

- 1) 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.
- 2) Director, Health and Family Welfare, Punjab, Chandigarh.


Under Secretary Personnel
