

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(Personnel Policies-II Branch)

Dated, Chandigarh: 23-03-2020

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.**

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In continuation of this Department OM of even no. 12/151/15-2PP2(3PP2)/153 dated 06-03.2020, No. 12/07/2020-4PP2/167 dated 13.03.2020, No. 12/07/2020-4PP2/169 dated 17.03.2020 and No. 12/07/2020-4PP2/179-183 dated 20.03.2020 to enhance the efforts to break the chain of COVID-19 the following instructions are issued:-

- (i) Heads of Department (HoDs) may draw up a Roster of Group B, C & D Staff (all officers and employees, including consultants/contract and outsourced employees), who are required to render urgent services within each department. Only these employees may be asked to attend office from 23<sup>rd</sup> March until 5<sup>th</sup> April, 2020. In other words, the Office should function with skeletal staff. Employees who are **working from home** should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
- (ii) Similar instructions may be issued to attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (iii) District level Head of Offices will implement these instructions for Group B, C, & D Staff with the approval of concerned Deputy Commissioner.
- (iv) 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. Departments are as under:-


- 1) Police, Home Guard, Jails, District Attorneys
- 2) District Magistrates/SDM, Tehsil/Revenue
- 3) Health & Family Welfare, Medical Education and Research, Fire, Local Govt. Rural Development,

4) Food & Civil Supplies, ICDS, Transport, Mandi Board,  
Water Supply & Sanitation and Power Departments.

(v) These orders shall be applicable with immediate effect.

  
Under Secretary Personnel  
Subhchain 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  
Subhchain Kapoor

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. 12/07/2020-4PP2/185


Dated, Chandigarh: 23.03.2020

Endst. No. 12/07/2020-4PP2/186-88

Dated, Chandigarh: 23.03.2020

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  
Subhchain Kapoor