

No.12/7/2020-4PP2/248
Government of Punjab
Department of Personnel
(Personnel Policy-2 Branch)

Dated, Chandigarh: 25-05-2020

To

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

Subject:- **Guidelines for safe operation of Government office establishments in the State of Punjab during COVID-19 pandemic.**

In reference to the Department of Home letter No.SS/ACSH/2020/ 424, dated 17-05-2020 and in continuation of earlier instructions from Department of Personnel dated 04-05-2020, it is reiterated that Punjab Government offices in non essential services departments will continue to work with minimum staff. The maximum staff strength permitted to attend the office at any time in these departments is 50%.

2. Where 50% staff is to attend the office, the total staff will be divided into two batches. The Head of the Department will be responsible to ensure that only one batch of employees is attending the office during one week and other batch during next week so as to ensure that there is no inter-mixing of two batches.

3. The offices requiring less than 50% employees to attend the office will also ensure batch-wise attendance.

Karan Avtar Singh
Chief Secretary to Govt 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.

Shail Jagwan
Superintendent 25/5/2020

To

All the Special/Additional Chief Secretaries/
Financial Commissioners/Principal Secretaries and Secretaries to the Government of

Punjab for information and necessary action.

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Endst No. 12/7/2020-4PP2/250-251

Dated, Chandigarh:25-05-2020

A copy is forwarded to the following for information and necessary action:-

1. Director, information and Public Relation Department, Punjab, Chandigarh to give wide publicity to these instructions through print and other Electronic Media for information and awareness of general public.
2. Director, Health and Family Welfare, Punjab, Chandigarh.

Shailja Grewal
Superintendent 25/5/2020