

No.12/07/2020-4PP2/210
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(Personnel Policies-II Branch)

Dated, Chandigarh: 30-03-2020

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 Staff working from Home during COVID-19 Epidemic.**

This is in continuation of this Department guidelines issued vide no. 12/07/2020-4PP2/196-199 dated 25.03.2020. In this regard it is further clarified that:-

1. All officials working from home should check all digital communication sent to them whether through email, e-office or any other digital platform at regular intervals during the day to ensure timely disposal of official work.
2. During the lockdown period till 14th April, 2020 or such further date as may be ordered, all officials working from home should remain available on telephone/mobile and through other electronic communication media at home. They should remain available to attend office in the exigency of work.

Nilkanth S. Avhad, IAS
Secretary to Government of Punjab.
Department of Personnel

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. 12/07/2020-4PP2/211

Dated, Chandigarh: 30.03.2020

Endst. No. 12/07/2020-4PP2/212-213

Dated, Chandigarh: 30.03.2020

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

1. Director, Information and Public Relation Department, Punjab, Chandigarh to give vide 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