

No. 28/65-IH(7)-2020/4261
Chandigarh Administration
Department of Personnel

Chandigarh dated the 20/3/2020

To

All the Administrative Secretaries/
Heads of Departments/ Offices/
Boards/ Corporations
Chandigarh Administration

Subject: Preventive measures to be taken to contain the spread of Coronavirus (COVID-19).

Sir/Madam

In continuation of this Administration's letter No. 28/65-IH(7)-2020/4081 dated 18.03.2020 and in pursuance of O.M. No. 11013/9/2014-Estt(A-III) dated 19.03.2020 issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, the following further instructions are issued for strict compliance:-

- i) Heads of Department (HoD) may ensure that 50% of Group B, C and D employees are required to attend office every day, and the remaining 50% staff should be instructed to work from home. All HODs are advised to draft a weekly roster of duty for Group B, C and D staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5:00 PM
 - (b) 9:30 AM to 5.30 PM
 - (c) 10 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.
- 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.
- v) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

This issues with the approval of Administrator, Union Territory,
Chandigarh.


Special Secretary Personnel
Chandigarh Administration