

HARYANA FINANCIAL CORPORATION  
CHANDIGARH

Circular No. 3067

Re: Preventive measures to contain the spread of Corona  
virus/COVID- 2019 - work from home, thereof.

Endst.No.HFC/Admn/2020/

Date: 30.03.2020

A copy of Govt. of Haryana Instructions issued vide letter No. 62/19/2020-6GS-I, dated 23<sup>rd</sup> March, 2020 as on pre-page regarding subject is forwarded to the following for information and necessary action:-

1. PA to Managing Director for MD's kind information.
2. PA to General Manager for GM's Kind information.
3. The OSD (R & L) } With the request to get it
4. The OSD(General) } noted from staff working
5. All Asstt General Managers at HO } under them.
6. The Company Secretary }
7. All Branch Managers }
8. Sh.P.C. Sharma, A.O.
9. Sh.C.K. Mukharjee, ARO.
10. Bureau of Industrial Policy & Promotion, New Delhi
11. Library
- ✓ 12. The AGM (Computer Division) HFC to host on Corporation's website.
13. Notice Board.

OSD (Admn.)

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20.4.2020

C.O.

No. 62/19/2020-6GS-I  
Haryana Government  
Chief Secretary Office  
General Administration Department

Dated: Chandigarh, the 23<sup>rd</sup> of March, 2020

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments and Commissioners of all Divisions in Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
4. The Registrar, Punjab and Haryana High Court, Chandigarh.
5. All the Deputy Commissioners of the State of Haryana.
6. The Registrars of all the Universities in the State of Haryana.


**Subject:** Preventive measures to contain the spread of Corona virus/COVID-19— work from home, thereof.

With reference to instruction dated 22.3.2020 on the subject cited above.

2. In the interest of health of the employees and in order to break the transmission chain of contagion of COVID-19, it has become necessary to issue further directions in respect of work from home:

- I. All the Administrative Secretaries shall ensure that all their staff work from home till 31<sup>st</sup> of March 2020 or till further orders. All staff working from home should be available on telephone and electronic means of communication at all times.
- II. The order regarding work from home shall not apply to the following departments and their constituent units - Municipal Bodies, Corporations, Societies etc.,  
*Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health Engineering, Development and Panchayat, Power, Irrigation, Urban Local Bodies, Medical Education, Information & Technology, Cooperation, Finance, Excise and Taxation, Information & Public Relations, Town & Country Planning (HSVP) and Food & Civil Supplies Departments.*
- III. Even in case of the departments mentioned in para 2 above, the Administrative Secretaries shall decide the number and category of staff which they need to call to office for maintenance of essential services both at head office and at field level.
- IV. The HoDs/Heads of Offices shall ensure best hygiene practices among employees and regular sanitization of offices, equipment and vehicles.
- V. Entry of visitors shall be kept to the minimum.
- VI. This order shall come into effect from 24.3.2020 and shall continue till 31<sup>st</sup> of March 2020 or till further orders whichever is earlier.
- VII. The above instructions shall not apply to essential emergency services and supply of water and power.
- VIII. No official posted in district shall leave the station without permission of Deputy Commissioner.
- IX. The Deputy Commissioners shall have the discretion to requisition services of any official of any department for containing spread of Covid-19.

3. All concerned are directed to ensure compliance of these instructions/ guidelines in letter and spirit.

  
Superintendent General Services-I  
for Chief Secretary to Government Haryana

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HARYANA FINANCIAL CORPORATION  
CHANDIGARH

Circular No. 3068

Re: Preventive measures to contain the spread of Corona virus/COVID- 2019 - Attendance in Head Office at Chandigarh and Panchkula.

Endst.No.HFC/Admn/2020/

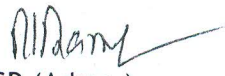
Date: 20.04.2020

A copy of Govt. of Haryana Instructions issued vide letter No. 62/19/2020-6GS-I, dated 19<sup>th</sup> April, 2020 as on pre-page regarding subject is forwarded to the following for information and necessary action:-

1. PA to Managing Director for MD's kind information.
2. PA to General Manager for GM's Kind information.
3. The OSD(General) } With the request to get it
4. All Asstt General Managers at HO } noted from staff working
5. The Company Secretary } under them.
6. All Branch Managers }
7. AGM(Comp.),HFC. to host on Corporation's website.
8. Sh.C.K. Mukharjee, ARO.
9. Bureau of Industrial Policy & Promotion, New Delhi
10. Library
12. Computer Division
13. Notice Board.

1  
20/4/2020

C.O.

  
OSD (Admn.)



**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**CHIEF SECRETARY OFFICE**  
No. 62/ 19 /2020-6GSI

To

1. All the Administrative Secretaries to Government of Haryana.
2. All Heads of the Departments of Haryana.
3. All the Managing Directors/ Chief Administrators of all the Boards/Corporations in Haryana State.

Dated Chandigarh, the 19<sup>th</sup> April, 2020

**Subject: - Preventive measures to contain spread of Covid-19 – Attendance in Head Offices at Chandigarh and Panchkula.**

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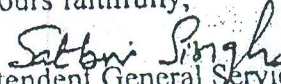
Sir/Madam,

I am directed to refer to this department letter of even number dated 23.3.2020 on the subject of employees attendance in Government offices.

2. In view of COVID-19 situation it has been decided that the attendance in the Secretariats, Directorates, Head Offices of Boards, Corporations etc. in Chandigarh and Panchkula shall continue as prescribed vide General Administration Department order No. 62/19/2020-6GS1, dated 23.3.2020 till further orders.

3. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

  
Superintendent General Services-1,  
for Chief Secretary to Government Haryana.

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HARYANA FINANCIAL CORPORATION  
CHANDIGARH

Circular No. 3069

Re: District Level Officers - attendance thereof.


Endst.No.HFC/Admn/2020/

Date: 20.04.2020

A copy of Govt. of Haryana Instructions issued vide letter No. 62/19/2020-6GS-I, dated 18<sup>th</sup> April, 2020 as on pre-page regarding subject is forwarded to the following for information and necessary action:-

1. PA to Managing Director for MD's kind information.
2. PA to General Manager for GM's Kind information.
3. The OSD(General) } With the request to get it
4. All Asstt General Managers at HO } noted from staff working
5. The Company Secretary } under them.
6. All Branch Managers }
7. ✓ AGM(Comp.), HFC. to host on Corporation's website.
8. Sh.C.K. Mukharjee, ARO.
9. Bureau of Industrial Policy & Promotion, New Delhi
10. Library
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OSD (Admn.)

  
20.4.2020

C.O.



**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**CHIEF SECRETARY OFFICE**  
No. 62/ 19 /2020-6GSI

To

1. All the Divisional Commissioners of Ambala/ Hisar /Rohtak /Gurugram /Karnal/ Faridabad Divisions.
2. All the Deputy Commissioners of Haryana.

Dated Chandigarh, the 18.04.2020

**Subject: - District Level Offices – attendance thereof**

Sir/Madam,

1. I am directed to refer to instructions issued vide letters of even number dated 22.03.2020 & 23.03.2020 on the subject of employee attendance during Covid-19 and to say that in light of Para 19 of consolidated revised guidelines issued by MHA on 15.4.2020, the Government has reconsidered the matter and it has been decided that attendance in all district level offices of the Departments/Boards/Corporations shall be regulated as follows:

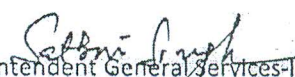
Group A & B - 100%

Group C & D - 33%

2. A weekly roster of duty for Group C & D shall be prepared by the District Heads of Offices and issued to the employees with a copy to the Deputy Commissioner.
3. The guidelines for workspaces detailed in Annexure I and SOP for social distancing in offices & workspaces as detailed in Annexure II of the MHA's order shall also be strictly obeyed.
4. Due to discovery of Covid positive cases from time to time, many areas are being classified as Containment Zones. In case an employee's place of residence happens to lie in such Containment Zone, such employee shall not leave the Containment Zone until the 'zone declaration' has been withdrawn by the appropriate authority.
5. The copy of Consolidated Revised Guidelines of the Ministry of Home Affairs, Government of India issued vide order No. 40-3/2020-DM-I(A), dated 15.04.2020 is enclosed for information & necessary action.
6. However, the Deputy Commissioner shall have discretion in respect of attendance of number of staff and staffing pattern as per COVID-19 situation, requirement and necessity.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

  
Superintendent General Services-I,  
for Chief Secretary to Government Haryana

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