

TOP PRIORITY



**No. SO(I&C-I) 1-2/2021
Government of the Punjab
Services & General Administration
Department
(Implementation & Coordination Wing)**

Dated Lahore the 12th March, 2021

To


1. The Senior Member, Board of Revenue, Punjab
2. The Chairman, P&D Board, Punjab
3. The Additional Chief Secretary, Punjab
4. The Additional Chief Secretary (Home), Punjab
5. The Additional Chief Secretary (Energy), Punjab
6. All Administrative Secretaries to Government of the Punjab

Subject: **PRECAUTIONARY AND PREVENTIVE MEASURES TO BE OBSERVED FOR CORONAVIRUS**

Reference is invited to the subject cited above.

2. In order to contain the recent surge of COVID-19, the Competent Authority has desired that the following instructions may be implemented / followed in letter & spirit with immediate effect:

1. 50% of the staff will attend the office whereas 50% will work from home as decided by NCOC
2. SOPs already circulated from time to time regarding social distancing, wearing of face masks, proper sanitation and disinfection be observed strictly
3. The office entrance & windows be kept open to minimize hand contact and to ensure proper ventilation
4. While using common apparatus like computers, keyboards, fax machines, telephone, disposable gloves be used
5. All bio-metric attendance must be stopped
6. Visitors' movement be regulated as per SOPs
7. Any other instruction issued by Primary & Secondary Healthcare Department in this regard from time to time


(MUHAMMAD KASHIF BARA)
DEPUTY SECRETARY (I&C)

PC:

1. Principal Secretary to Chief Minister, Punjab
2. Additional Secretary (Gen) / Staff Officer to Chief Secretary, Punjab
3. PS to Secretary (I&C), S&GAD