

No.F.8(1)HR-I/2020-
Government of Pakistan
FINANCE DIVISION
(HRM Wing)

Islamabad, the 31st March, 2020

CIRCULAR

Subject: **PRECAUTIONARY AND PREVENTIVE MEASURES AGAINST THE
OUTBREAK OF CORONA VIRUS (COVID-19)**

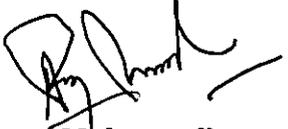
Pursuant to the Cabinet Division's O.M. No.1(1)/2020-PS(CS) dated 20th March 2020, Finance Division has devised the following comprehensive strategy initially for a period of **fifteen (15) days** to cope with the situation emerging out of Corona Virus outbreak:

- i. Employees over 50-years of age, where possible, may not attend office. However, they shall perform work from home and remain available on call and video conference for all official matters.
- ii. The employees facing health issues like Flue, Fever and Cough, Sneezing etc. shall work from home.
- iii. Such female officers and officials who bring their children to Day Care Centre shall also be exempted from attending office. They shall work from home.
- iv. Day Care Centres of Finance Division are hereby closed.
- v. Private Visitors and Public dealing in office, particularly in Regulations Wing shall not be allowed.
- vi. All official visitors shall first be urged to discuss the matters/cases on telephone/mobile and shall be allowed entry, if inevitable.
- vii. Arrangements are being made at the entrances of the office premises for checking the temperature of each officer/official entering the office.
- viii. The office premises shall be sanitized regularly.
- ix. Handshakes and social embracing shall be discouraged.
- x. Inter-office meetings or discussions shall preferably be done through Video Conferences/Skype. Meetings, if convened at all, shall ensure distance of at least one meter among seats.
- xi. Prayers may preferably be offered individually.

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- xii. Personal hygiene must be ensured through hand wash, use of sanitizers at regular intervals as well as Masks. Senior Officers shall lead by personal example.
- xiii. Disinfectants are being sprayed on all places of physical contact like Door Knobs, Railings, Lift Buttons etc. however, it is strongly advised to avoid touching them wherever possible.
- xiv. Precautions shall also be taken while using office equipment like Computer Keyboards, Mouses, Fax-Machines, Scanners, Telephones etc. and gloves shall be used by personnel using them.
- xv. Good personal hygiene must be ensured both at workplace and home and spitting, sneezing and coughing should be avoided in the office.
- xvi. The offices of Finance Division shall be run with the presence of minimum staff to perform important tasks. Rest of the staff shall work from home.
- xvii. Any recent foreign visit by member(s) of the family of officers/officials (especially in the regions where virus is prevalent like China, Iran etc.) shall be reported to HRM Wing.
- xviii. Transport facility will be provided to the needy employees attending the office due to non-availability of public transport.
- xix. R&I Branch shall continue to function as usual.

2. The aforementioned strategy is hereby circulated for strict compliance forthwith by all the employees working in Finance Division.


(Ansar Mahmood)
Section Officer (HR-I)

Distribution:-

➤ **All Officers and Officials, Finance Division**

Copy to:-

1. PS to Secretary, Cabinet Division.
2. PS to Secretary, National Health Services, Regulations & Coordination Division.
3. PS to Secretary, Interior Division.
4. PS to ASMF, Military Finance Wing, Rawalpindi.
5. Webmaster, Finance Division.