

CIRCULAR

Subject: Option of Work-From-Home amid Covid-19 Outbreak

Finance Division is very much conscious and concerned about the health and safety of all of its employees in the wake of Covid-19 (Corona Virus) situation prevailing in Pakistan. However, this Division is simultaneously cognizant of its vital role in the national economy. In this backdrop, it has been decided that utmost precaution should be observed at workplace along with ensuring that important official business continues unhindered. In this regard, HR Wing has devised the following work-from-home scheme for the officers of Finance Division with immediate effect and till further orders:

- i. Internet Protocol (IP) restrictions are being removed and as a result e-office can be accessed remotely from home.
 - ii. All Wings may ensure scanning and uploading of their respective fresh receipts and files. The Additional Finance Secretaries and other Heads of Wings may, within their respective domain, depute the officers and staff on rotation basis to ensure that all the fresh receipts and related files are uploaded on regular basis so as to ensure smooth functioning of the Wing.
 - iii. Officers whose presence is deemed necessary by their respective Additional Finance Secretaries/ Heads of Wings may continue to come to office, whereas, others may work from home.
2. Use of tele/video conferencing tools such as Zoom & Skype is encouraged for conducting official meetings/consultations. In this regard, all the wings are advised to communicate necessary details such as meeting links in the invitations to participants.
3. It may also be noted that punctuality should strictly be observed by the officers working from home in processing the cases and that they should also ensure their availability on cell phone.

4. HR Wing, with the help of IT set-up of Finance Division and National Information Technology Board (NITB), stands ready for necessary assistance where required to overcome technical problems relating to scanning, uploading, and accessing the files and receipts.



(Dr. Ahmed Mujtaba Memon)
Additional Finance Secretary (HRM)

Distribution

All Additional Finance Secretaries
and Heads of Wings in Finance Division.

Copy for Information to:-

- i) Finance Secretary
- ii) SA to Advisor to the Prime Minister for Finance & Revenue.