

Islamabad, the 1st June, 2020

CIRCULAR

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

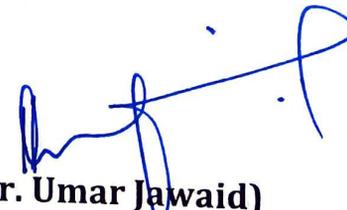
In partial modification of this Division's earlier circulars dated 20th & 31st March, 2020, the following instructions are reiterated initially for a period of **fifteen (15) days** to cope with the serious situation emerging out of Corona Virus outbreak:

- 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 be exempted from attending office. They shall work from home.
- iv. Other female employees, shall also be exempted from attending office, where possible and shall work from home.
- v. Private Visitors and Public dealing in offices are not allowed with immediate effect. Any Officer/Official who intends to invite any guest/visitor to his office may do so with prior approval of the concerned AFS.
- 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 have been made at the entrances of the office premises for checking the temperature of each officer/official entering the office. This is to be followed strictly and no one shall consider himself exempted from it.
- viii. The office premises shall be sanitized regularly.
- ix. Handshakes and social embracing shall be avoided strictly. Social Distancing may be observed at all levels.

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- 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 two meter among seats.
- xi. Prayers may be offered individually to avoid close contact.
- xii. Personal hygiene must be ensured through hand wash, use of sanitizers at regular intervals.
- xiii. Use of masks is mandatory especially in the corridors. Senior Officers shall lead by personal example and also ensure strict compliance by the staff.
- xiv. 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.
- xv. 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.
- xvi. Good personal hygiene must be ensured both at workplace and home and spitting, sneezing and coughing should be avoided in the office premises.
- xvii. The offices of Finance Division shall be run with the presence of minimum staff to perform important tasks. Each wing in this regard may chalk out a strategy to continue official work with minimum staff possible. Rotation policy shall be adopted in this regard.

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


(Dr. Umar Jawaid)
Section Officer (HR-I)

Distribution:-

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