



GOVERNMENT OF KHYBER PAKHTUNKHWA
ADMINISTRATION DEPARTMENT

No. SO(Admn)/E&AD/Corona.Virus/2020
Dated 10-06-2020

CIRCULAR

SUBJECT: GUIDELINES FOR OPENING OF OFFICES

The Provincial Government is pleased to notify the following instructions for strict compliance in order to cope with the serious situation emerging out of Covid-19:-

- i. The Secretaries of the Departments for their respective Departments, Attached Directorates, other Provincial Offices and the Commissioners for all Offices at Divisions and Districts under their jurisdiction shall be the authorities to determine the essential, minimum staff to attend office to ensure optimal and smooth functioning keeping in view the following guidelines.
- ii. 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.
- iii. The employees facing health issues like Flue, Fever and Cough, sneezing etc. shall work from home.
- iv. Such female officers and officials who bring their children to Day care Centre shall be exempted from attending office. They shall work from home.
- v. Visitors in offices shall be minimized.
- vi. All official visitors shall first be urged to discuss the matters / cases on telephone / mobile and shall be allowed entry, if necessary.
- vii. Arrangements shall be 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 shall be avoided strictly. Social Distancing shall be observed at all levels.
- 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. However, in case of congregation the SOPs should be followed strictly.

- xii. Personal hygiene must be ensured through hand wash, use of sanitizers regular intervals.
- xiii. Use of masks is mandatory in all premises. Senior Officers shall lead by personal example and also ensure strict compliance by the staff.
- xiv. Disinfectants should be 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, Mouse, 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 shall be run with the presence of minimum staff to perform important tasks. Each Department in this regard may chalk out a strategy to continue official work with minimum staff possible. Rotation policy may be adopted in this regard.
- xviii. Timings of all government offices is revisited. From Monday to Thursday Offices shall remain open from 09:00 am to 4:00 pm. On Friday, the Offices shall close at 12:00 pm.

10/6/2020

**SECRETARY,
ADMINISTRATION DEPARTMENT**

ENDST: NO & DATE EVEN.

Copy forwarded to :-

- 1) The Additional Chief Secretary P&D Department.
- 2) The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
- 3) The Principal Secretary to Governor, Khyber Pakhtunkhwa.
- 4) The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
- 5) The Military Secretary to Governor, Khyber Pakhtunkhwa.
- 6) All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
- 7) The Registrar, Peshawar High Court, Peshawar.
- 8) All Divisional Commissioners in Khyber Pakhtunkhwa.
- 9) All Deputy Commissioners in Khyber Pakhtunkhwa.
- 10) All Heads of Attached Departments in Khyber Pakhtunkhwa.
- 11) The Chairman, Khyber Pakhtunkhwa Service Tribunal.
- 12) The Commissioner Afghan Refugees.
- 13) All District & Session Judges in Khyber Pakhtunkhwa.
- 14) All Heads of Autonomous Bodies in Khyber Pakhtunkhwa.
- 15) Director General Aviation Khyber Pakhtunkhwa.
- 16) Chairman Provincial Inspection Team, Khyber Pakhtunkhwa.