



GOVERNMENT OF HARYANA
TOWN & COUNTRY PLANNING DEPARTMENT

ORDER

No. 1/30/2020-1TCP

Dated: 12.04.2020

As directed by the State Government, all concerned are hereby informed that the offices have been decided to be made functional w.e.f 13.04.2020 as per the following guidelines:-

1. All head of offices in the State and head of branches at HQ shall attend office.
2. Head of office/branch shall prepare a weekly (Monday - Friday) roster of attendance of employees and not more than one-third(1/3rd) of purely essential staff shall be called on any given day to office.
3. Any employee feeling unwell shall immediately inform his Head of Office/branch who shall take action as per the Medical SOP in the District where it is located.
4. Those attending office shall take all preventive & precautionary measures such as wearing of masks, washing of hands, using sanitizers, social distancing etc. Masks and sanitizers shall be provided by the officer-in-charge/Caretaker.
5. All the instructions of Govt. and Health Department, as issued from time to time, shall be followed in letter and spirit.
6. Head of offices/branch shall not call any meeting requiring physical presence except for addressing emergency issues.
7. Head of offices dealing with public shall devise a preventive mechanism to implement social distancing effectively in order to contain the disease. Other head of offices/branches shall avoid unnecessary public dealing at all costs.
8. Those of the employees who reside in the declared Containment zones/areas where a Total lockdown/curfew has been announced, shall not be called to office in any case.



Superintendent

for Principal Secretary to Govt., Haryana
Town & Country Planning and Urban Estates Deptt.

CA/HSVP

DGUE

DTCP

Superintendent, T&CP Branch in Secretariat

CS (In GS branch) - for information please