

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



No. 4(2)/2021-Admn-I/HR-II

Islamabad, the 2<sup>nd</sup> April, 2021

**OFFICE ORDER**

Subject: - **PRECAUTIONARY AND PREVENTIVE MEASURES AGAINST THE THIRD WAVE OF CORONAVIRUS (COVID-19).**

In pursuance of Establishment Division's Notification No. 14/8/2020-D-2 dated 1<sup>st</sup> April, 2021 and as part of the measures to contain spread of Corona virus (COVID-19) during the third wave, in pursuance of decision made by National Command and Operation Centre (NCOCC), and in terms of Schedule-II under Rule 3(3) of the Rules of Business, 1973, the Ministry of Commerce's offices shall observe **50% work from home policy**. The above order shall come into force with immediate effect and shall continue until further orders.

2. The following measures have been adopted to mitigate spread of Coronavirus (COVID-19):-

- i. All Joint Secretaries/Director Generals and Chief Development Officer are requested **to identify 50% essential staff and issue their duty roster with a copy to HR-II Section** so that at least one officer from each Wing is available to receive the dak/file/documents of urgent nature and take necessary action. While rest of the officers/staff can work from home. It is also requested to mention contact details of officers/officials in their duty roaster for necessary coordination.
- ii. The employees having some chronic ailment may work from home with prior approval of their respective heads of wings alongwith directions not to leave the station and preferably stay at their homes and whenever required attend offices promptly.
- iii. Employees with illness (flu. Fever etc) or facing health challenges may also work from home with prior approval of their respective heads of wings.
- iv. All the employees will ensure the social distancing and wear masks in office and will not pass the entrance without getting their temperature check.
- v. Strictly adhere to various SOPs issued from time to time against Spread of Covid-19.
- vi. Officers and Officials will have to provide medical report (Corona Positive) if leave is required for isolation.
- vii. From main gate, entry of visitors must be stopped. In case of pressing need, special permission may be granted by Deputy Secretary concerned.
- viii. Visitors, if allowed, must be dealt with at Reception of the block.
- ix. All officers and officials working from their residence shall not leave station without prior approval and shall be available on phone.
- x. Officers / officials may discuss the files/ cases on intercom/telephone and avoid physical contacts as much as possible.
- xi. Meetings may preferably be arranged via video calls instead of physical presence.

  
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**Distribution:-**

- All Heads of Wings, Ministry of Commerce, Islamabad
- All Officers of Ministry of Commerce, Islamabad.