

**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu.**

Subject: Opening of Offices in the Union territory of Jammu and Kashmir.

**Government Order No.621-JK(GAD) of 2020
Dated:05.06.2020**

In pursuance to order No. 11013/9/2014-Estt.A.III dated 18.05.2020, issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Government of India and in partial modification of Government Order No. 477-JK(GAD) of 2020 dated 17.04.2020, read with Government Order No. 584-JK(GAD) of 2020 dated 20.05.2020 and in compliance with the Order No. 40-3/2020-DM-I(A) dated 30.05.2020 of the National Executive Committee, Ministry of Home Affairs, Government of India, under the Disaster Management Act, 2005 and the SOP on preventive measures to contain spread of COVID-19 in offices, it has been decided that the functioning of government offices in the Union territory of Jammu and Kashmir shall be regulated as follows:-

- a) All the officers and staff, at all levels, shall attend office on a regular basis on all working days w.e.f. 06.06.2020; [REDACTED]
- b) Employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions and should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible;
- c) Routine issue of visitors/temporary passes should be suspended and only those visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened;
- d) All the measures prescribed in the SOP on preventive measures to contain spread of COVID-19 in offices by Ministry of Health & Family Welfare, Government of India, shall be followed at all times; and
- e) Bio-metric attendance shall continue to be suspended until further orders.

The Heads of the Departments/Offices shall ensure strict compliance of the above instructions.

By Order of the Government of Jammu & Kashmir.


(Rohit Sharma) KAS

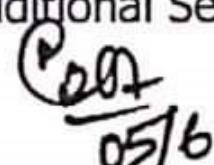
Additional Secretary to the Government

Dated:05.06.2020

No. GAD(Adm)41/2019-III

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1. All Administrative Secretaries


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