



No.E&A(FD)11-8/2020.

**GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT**

Dated Lahore, the ~~18~~ March, 2021.

To

- All Additional Finance Secretaries,
- The Director (Monitoring),
- All Deputy Secretaries,
- All Heads of Units (DMU, CFU, TRU & RMU),
- The System Analyst, Addl. Director Budget (ADP) and Technical Advisor,
- All Section Officers / Budget Officers / Law Officers /Programmer,

Government of the Punjab,  
Finance Department.

Subject:- **PRECAUTIONARY AND PREVENTIVE MEASURES TO BE OBSERVED FOR CORONA VIRUS.**

In pursuance of the instructions issued by Government of the Punjab Services & General Administration Department (Implementation & Coordination Wing) vide circular letter No.SO(I&C)1-2/2021, dated 12.03.2021, keeping in view the prevalent pandemic situation due to outbreak of COVID-19 disease, following officers in Finance Department will attend office whereas rotation based attendance of remaining staff shall be scheduled in line with para-2 of this order :

Sr. #	Designation	Post
1.	Additional Finance Secretaries	AFS(Budget)
2.		AFS(SS)
3.		AFS(ES)
4.		AFS(PS)
5.		AFS(LGF/General)
6.		AFS(Regulations)
7.		Director (Monitoring)
8.	Deputy Secretaries	DS(Budget)
9.		DS(Resource-I)
10.		DS(Res-II & A)
11.		DS (LA&T)
12.		DS(ES)
13.		DS (Infra.)
14.		DS(Health)
15.		DS(PFC&LGF)
16.		DS(F&A)
17.		DS (YA&SW)
18.		DS (General)
19.		DS (Education)
20.		DS(SR)
21.		DS(Legal)
22.		DS(PC)

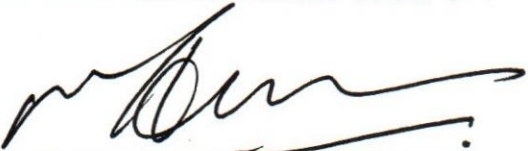
**“SAVE TREES & PROTECT ENVIRONMENT”**

23.		DS(SM)
24.		Additional Director (Budget)
25.		Technical Advisor
26.		System Analyst
27.	Unit Heads	CFU, DMU, RMU, TRU.

2. Additional Finance Secretaries in consultation with their respective Deputy Secretaries and Unit Heads will ensure attendance of 50% subordinate Officers and staff in each Office / Section on rotation basis. Those not attending office shall work from home and remain available on call. Rotation schedule (Wing Wise) may kindly be shared with Admin Wing, Finance Department today positively.

3. All officers and staff members shall observe above mentioned instructions throughout the validity of this order. Prior permission is mandatory before leaving the station. All are requested to be dutiful keeping in view the Finance Department's peculiar role as per Rules of Business, 2011.

4. The above instructions will come into force with immediate effect and remain intact till further orders.

  
**(MUHAMMAD AWAIS MALIK)**  
DEPUTY SECRETARY (RES-II & A)

CC.

- (i) PSO to Minister Finance.
- (ii) PSO to Finance Secretary.
- (iii) PSs to Special Secretary Finance (B&R) and Special Secretary Finance (E&CF).