



Government of Punjab
Department of General Administration
(General Coordination Branch)

Sub: - Contingency plan for COVID-19

All Administrative Secretaries, Government of Punjab, may kindly refer to the subject cited above.

As per the Department of Health and family Welfare, Government of Punjab's notification no. 14/7/2020 4 MP/677 dated 5-3-2020 under the Epidemic Disease Act, when COVID-19 several cases are reported from a defined geographic area, the district administration of the concerned district is required to implement a series of containment measures, including but not limited to, sealing of that pertic geographical area, barring entry and exit of the people from the containment area, closure of schools, offices and public gatherings, banning vehicular movement in the area, etc.

2. Further, in terms of the Department of Health and family Welfare, Government of Punjab's letter no. 2200 (R) dated 04-03-2020 the protocol for containment zones would require administrative order be issued for closure of all offices and institutions falling within the containment and buffer zones and everyone will be advised to stay within their homes for an initial period of 28 days, which may be extended further, depending on the situation.

3. Implementation of containment plan in a geographic area housing the administrative buildings or homes of the key government functionaries will impact their functioning. It would, therefore, be imperative to have an earmarked safe quarantine facility where the key government functionaries can stay and work till such containment plan is in place.

4. It has, therefore, been decided that every department of the Government should formulate a Contingency plan involving details of earmarked quarantine facility for key functionaries, including their stay, canteen, laundry, telephone, internet, video conferencing facilities, etc. Every department shall prepare a list of key functionaries who would stay and work in such quarantine facilities.

5. You are requested to forward the contingency plan of your department to the Department of General Administration at the email: cobranh@punjab.gov.in, latest by 20th April.

Jamal Singh
Superintendent 17/4/2020

To

All Administration Secretaries,
Government of Punjab.

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