

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

**Subject: Additional COVID-19 containment measures.**

**Reference: Government Order No.30-JK(DMRRR) of 2021 dated 16.05.2021.**

**Government Order No.437-JK(GAD) of 2021  
Dated:17.05.2021**

With a view to ensure adherence to social distancing norms in Government Offices across the Union territory of Jammu and Kashmir, it is hereby ordered that attendance of employees in these offices shall be regulated as follows:-

- A. All officers of the level of Under Secretary and above shall attend office on all working days.
- B. For regulating the attendance of officers and staff below the level of Under Secretary, all Heads of Departments/ Offices shall prepare a roster so as to ensure that 50% of staff attends office on every alternate day. The staff which is not required to attend office on a particular day, shall work from home and shall be available on telephone and electronic means of communication at all times. This shall not apply to offices in Civil Secretariat and move offices where staff has already been split by half.
- C. Bio-metric attendance shall continue to be suspended till further orders.

**By Order of the Government of Jammu and Kashmir.**

**Sd/-**

(Manoj Kumar Dwivedi) IAS

**Commissioner/Secretary to the Government**

No. GAD(Adm)66/2021-III

Dated:17.05.2021

Copy to:

1. All Administrative Secretaries.
2. Director General of Police, J&K.
3. Principal Secretary to the Lieutenant Governor.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. Joint Secretary(J&K), Ministry of Home Affairs, Government of India.
6. Chief Electoral Officer, J&K.
7. Divisional Commissioner, Jammu/Kashmir.
8. Chairperson, J&K Special Tribunal.
9. Director General, J&K Institute of Management & Public Administration & Rural Development.
10. Director Information, J&K.
11. All Deputy Commissioners.

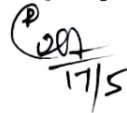




12. All Heads of the Departments/ Managing Directors/ Secretary, Advisory Boards.
13. Secretary, J&K PSC/SSB/BOPEE.
14. Director Estates, J&K.
15. Director, Archives, Archeology & Museums.
16. Secretary, J&K Legislative Assembly.
17. General Manager, Government Press, Jammu/Srinagar.
18. Private Secretary to Chief Secretary, J&K.
19. Private Secretary to Advisor(F)/(B) & (BK) to the Lieutenant Governor.
20. Private Secretary to Secretary to the Government, General Administration Department.
21. Government Order/Stock file/Website, GAD.

  
17.05.21  
(Malik Suhail)

**Deputy Secretary to the Government**

  
17/5