

MOST IMMEDIATE

Government of Pakistan
Cabinet Secretariat
(Aviation Division)

F.No.5-8/2020-Admin

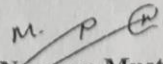
Islamabad 23rd September, 2020

CIRCULAR

Subject: PRECAUTIONARY AND PREVENTIVE MEASURES AGAINST SPREAD OF COVID-19 PANDEMIC

Due to continued Covid -19 pandemic new cases have been reported. So in order to control its spread, the competent authority has directed that the following SOPs shall be followed in letter and spirit.

1. All officers / officials must wear facemask as a mandatory requirement during the office hours.
2. Any officer/ official having sickness or virus symptoms shall immediately inform their respective Head for seeking approval for isolation.
3. Files shall be processed through e-filing. Movement of hard file, the staff shall ensure sanitization of files/ documents.
4. Inter-office meetings or discussions shall preferably be done through video conferencing / skype or phone. Meetings, if considered very necessary, to be convened, distance of at least one meter between seats will be ensured.
5. No visitor(s) will be allowed to visit the office without prior permission of the concerned officer, communicated to the Reception Desk by the respective officer.
6. The staff shall ensure sanitization of officer's room, table and chairs.
7. Handshake and close body contact shall be avoided in letter and spirit.
8. The Office premises shall be sanitized twice daily (morning/ evening).
9. Using of lifts is not be allowed without wearing facemask.
10. All Head of Wings and Sections shall ensure punctuality of officers / officials working under them.


(M. Namaan Mustafa)
Section Officer (Admin)

Distribution: -

1. Director General, Civil Aviation Authority, Karachi
2. Director General, Airports Security Force, Karachi
3. Director General, Pakistan Meteorological Department, Islamabad
4. COO PIACL, Karachi

CC:-

1. PS to Secretary Aviation.
2. All Officers/Officials of Aviation Division.