

**HARYANA CIVIL SECRETARIAT**  
**SECRETARIAT ESTABLISHMENT**  
**ORDER**

In continuation of orders issued vide Endrst. No. 22/08/2020-1Estt.-I, dated 13.04.2020, the following officers/ officials are hereby replaced due to Administrative exigencies' with respective officers/ officials in Chief Secretary Control Room in Room in SCO-6, First Floor, Sector 16, Panchkula, to compile and submit the situation reports/ information to the respective authorities regarding the implementation of all activities' for the prevention and Control of spread of Covid-19 (Corona Virus) Pandemic and further consolidate onward submissions, as per schedule given below:-

| Sr. No. | Name of Officer/ Official who are already deputed       | Replacement of Name & Present Place of Posting with date and Time.                                                                                                                   | Address and Mobile No. | Remarks         |
|---------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|
| 1.      | Sh. Mahesh Sharma, Superintendent, Industries-I Branch. | Sh. Virender Singh Negi, Superintendent, Record Branch.<br>16.04.2020, 18.04.2020, 20.04.2020, 22.04.2020, 24.04.2020, 26.04.2020, 28.04.2020 & 30.04.2020 at (08.00 AM to 03.00 PM) | 9417248091             | chronic disease |
| 2.      | Smt. Neha Kumari, Steno Typist Defence-II Branch.       | Sh. Kuldeep Singh, Steno Typist, Vigilance-I & II Branch.<br>17.04.2020, 19.04.2020, 21.04.2020, 23.04.2020, 25.04.2020, 27.04.2020, & 29.04.2020 at (03.00 PM to 10.00 PM)          | 9813628701             | --              |

Note:- If any officers/officials i.e. Superintendent/ Steno-Typist/ DEO unable to perform his/her duties then Sh. Gajender Yadav, Superintendent, Public Health Branch, Sh. Dinesh Verma, Steno Typist, Pension Branch, Sh. Jalandhar, D.E.O, Establishment-I Branch, and Sh. Pardeep, D.E.O, C.M Grievances Cell are reserved to perform the duties of Monitoring in Chief Secretary Control Room in Haryana Civil Secretariat regarding prevention and Control of spread of Covid-2019 Pandemic (Corona Virus)

Dated: Chandigarh,  
the 15<sup>th</sup> April, 2020.

**MAHESHWAR SHARMA**  
Special Secretary to Government, Haryana,  
Secretariat Establishment.

No.22/8/2020-IEI

Dated Chandigarh the 15<sup>th</sup> April, 2020.

A copy is forwarded to the following for information and necessary action:-

1. Sh. T.C. Gupta, IAS, Additional Chief Secretary to Govt. Haryana, Power Department.
2. Sh. S.S. Phulia, IAS, Transport Commissioner, Haryana and Special Secretary to Government, Haryana, Transport Department.
3. Sh. Samwartak Singh, HCS, Member of the Committee of Chief Secretary Control Room.
4. Sh. Rohit Yadav, HCS, Member of the Committee of Chief Secretary Control Room.
5. Under Secretary to Govt. Haryana, Protocol with the request to provide two cars with drivers for each schedule.
6. PS/ PSCM
7. Private Secretary to Chief Secretary
8. Concerned Branch Incharge /Officers/ Officials./ Superintendent Establishment- II Branch.
9. Concerned officer/ Officials (They are hereby directed for strict compliance the orders as per above mentioned schedule).
10. Administrative officer/ Care Taker with the request to provide the requisite to provide Preventive Kits (Masks, Sanitizer, Hand Wash, Gloves, & Thermal Temperature Machine as per staff strength ) & Pantry Service as per staff strength.

*Ramesh Kumar*  
Superintendent Establishment-I,  
for Special Secretary to Govt. Haryana,  
Secretariat Establishment.

15.04.2020