



**GOVERNMENT OF KHYBER PAKHTUNKHWA
HIGHER EDUCATION, ARCHIVES & LIBRARIES DEPARTMENT**

NO.SOG/HE/P-Measurement/2020
Dated 11-06-2020

Subject: **INSTRUCTION FOR WORK PROTOCOL FROM HOME DUE TO COVID-19 SITUATION.**

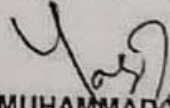
Dear Sir/Madam,

I am directed to refer to the subject noted above and to state the following:

1. Any official who is unwell/experiencing symptoms or quarantined must inform his immediate supervisor/boss immediately in writing as well as on phone. Such official shall also suggest a colleague official to look after his work.
2. Any officer/official who has been allowed to work from home due to COVID-19 situation and is not experiencing any medical symptoms must remain in contact with his or her subordinate offices and supervisory offices during working hours. Such official should clear all the cases being process on telephone/whatsapp zoom etc. as the case may be.
3. Officials moving the files should mark on the Note sheet that the case has been discussed and guidance has been sought from such supervising officers working from home instead of marking "on leave" on Note sheet.

The above instructions are circulated for strict compliance, please.

Yours Sincerely,


(MUHAMMAD YASIN)
SECTION OFFICER (General)

Office Of The Registrar

Ref.No.SBBU/Add.Reg/20135


Dted 12-6-2020

Subject: As Above.

Copy of Government of Khyber Pakhtunkhwa Higher Education, Archives and Libraries Department NO. SOG/HE/P-Measurement/2020 Dated 11-06-2020 is enclosed for info /compliance, please.

Copy for information to:

1. PS to Vice Chancellor
2. PS to Registrar
3. Treasurer
4. HoDs All Teaching/ Admin Dpts
5. Web Admin
6. Record File


Additional Registrar

SBBU Sheringal