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**PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LIMITED  
CHANDIGARH**

**OFFICE ORDER**

In continuation to office order issued vide PSIEC/Per/A-6/6223-6231 dated 9/7/2020, it is hereby directed that all the officers/officials of the corporation will meticulously follow the preventive measures listed below for the secure functioning of Corporation and in order to curtail the spread of COVID-19:-

1. Screening of all the employees should be done at entrance of the Udyog Bhawan.
2. To restrict the public dealing in the various sections of the Corporation.

Further, the Functional Heads of various sections of the corporation will bring these precautionary measures into the notice of all the officers/officials working under their supervision and will ensure compliance of the same. Sh. Parminder Singh, Xen, Head office (Nodal officer) is directed to issue necessary directions to security staff for compliance of above mentioned preventive measures. Further, Functional Heads may be advised to handle the queries of public via electronic means of communication i.e e-mail, telephone etc. till further orders in this regard

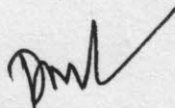
**Managing Director**

Dated: 21/7/2020

Endst No. PSIEC/Pers./A-6/7525-7531

The copy of above is forwarded to following for kind information and necessary action:-

1. PS/ Chairman
2. PS/MD
3. All Functional Heads
4. Sh. Parminder Singh, XEN, HO, Nodal Officer for COVID-19
5. All officers at Head Office/Field offices
6. Programmer (IT Section) to upload the same on website of corporation.
7. Notice Board.

  
**General Manager (Per)**