

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

Office Order

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. Wearing of Masks is mandatory.
2. There should be proper Social Distancing by the officers/officials while performing their official duties.
3. There should be no gathering/ official meetings/ Union Meetings of not more than 3 persons at a time and practice of social distancing will be followed at that time.
4. Daily Sanitization/Cleaning of whole building/Basement including the office rooms/Lifts should be done by the Engineering Wing.
5. Sanitizers should be placed in front of all the lifts and entrance of all the Sections with stand which may be arranged by the Engineering wing on immediate basis.

Further, the Functional Heads of various sections of the Corporation will bring these instructions measures into the notice of all the officers/officials working under their supervision and will ensure compliance of the same. The Engineering Wing of the Corporation is directed to make the arrangements for preventive measures listed at Sr.No.4 and 5 above on immediate basis.

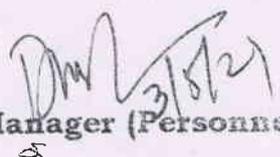
MANAGING DIRECTOR

Endst. No. PSIEC/Per/A-6/ 2945 - 2955

Dated: 03/05/2021

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

1. PS/Chairman
2. PS/MD
3. PA/ AMD
4. PS/ED
5. All Functional Heads
6. Sh. Parminder Singh, XEN, HO, Nodal Officer for COVID-19
7. PSIEC Staff Association & PSIEC Mulazam Union for compliance of preventive measures.
8. President, PSIEC Officers Welfare Association for compliance of preventive measures
9. All officers at Head Office/Field offices
- ~~10.~~ Programmer (Incharge) to upload the same on website of Corporation.
11. Notice Board


General Manager (Personnel)