

**GOVERNMENT OF PAKISTAN  
MINISTRY OF INTER PROVINCIAL COORDINATION  
(IPC DIVISION)**

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F.No.2-44/2010-Admin-1

Islamabad, the 25<sup>th</sup> March, 2020.

**CIRCULAR**

Subject: **Advisory COVID-19 - Adoption of Protection Procedures in Office Working.**

In order to take pre-cautionary measure against the spread of Coronavirus (COVID-19), all employees of this ministry are informed that in addition to handshakes / touching each other and maintaining safety procedures, touching of paper(s)/document(s) in physical form by one person or multiple persons can also prove to be harmful as it is a means of contact.

2. Since **Alhamdulillah**, this ministry has switched over to e-office, all employees are seriously advised that with a view to minimize contact, any official documents / papers (other than office files) that needs be forwarded / shared from one office to another, should be done through e-office or through known official emails to the maximum. In case of urgent matters after forwarding, intimation can be given over phone / cell or text/cell messages about the document sent. It is therefore emphasized that official emails and e-office should be periodically checked by all officers during office hours, particularly before leaving office.

3. However, in rare cases where such measures cannot be adopted, then gloves may be used for protection.

4. The above advisory instructions are being issued for compliance with a view of keeping employees of this ministry safe and protected.

  
**(Junaid Alam)**  
Section Officer

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All Heads of Wings/ Officers and employees of M/o IPC

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1. PS to Federal Minister for IPC.
2. Sr. PS to Secretary, IPC.
3. Technology & Innovation Cell, MoIPC (to assist where required)