



FEDERAL SHARIAT COURT OF PAKISTAN

Constitution Avenue, G-5/2, Islamabad
Tele: 051-9203091 Fax: 051-9202724

No.F.17 (1)/2017-Admn.FSC

Islamabad, the 24th March, 2020

CIRCULAR

In addition to the instructions circulated vide this Court's Circular of even number dated 14th March, 2020, the Hon'ble Authority has been pleased to direct that following preventive measures may also be adopted/implemented in true letter and spirit to avoid spread of **Corona Virus (COVID-19)** as prevention is better than cure:-

- a. Staff members above the age of 50 years and all female staff will stay at home but will be available on the respective station of their posting and will be available on cell phone.
- b. Only essential staff will attend Office as per requirement of the concerned Branch/Section. The Branch/Section Incharge will decide in this regard and share the list with the Admin Branch.
- c. All Senior Officers and Officers Incharge of the Bench Registries will attend the Office regularly.
- d. Fumigation of the Office Building at Principal Seat and Bench Registries at Lahore, Peshawar, Karachi and Quetta will be carried out regularly.
- e. Fumigation of all Judges Rest Houses at Islamabad, Lahore, Karachi, Peshawar and Quetta will be carried out regularly.
- f. Alcohol pads may be used for books, files, office correspondences etc.
- g. Newspaper may not be used without proper spray and keeping them in open sun shine for one hour before distribution in the Offices.
- h. All Branches/Sectional Heads shall submit the list of Staff to Administration Branch containing proposal for their duties on rotation basis.
- i. Every person entering in the premises of the Court must be checked with thermo-scanner (screening process). In case of any symptoms, he/she may not be allowed to enter in the Court premises.
- j. The Officers/Officials of the Court may remain at Home for a period of one week in two batches for the purpose of self-isolation with effect from 24th to 28th March, 2020.
- k. The Office timings shall be observed from 10:00 a.m to 01:00 p.m.
- l. The Canteen Supervisor and Staff is directed to reduce staff strength forthwith and Officers/Officials of this Court should reduce frequent visit of the Canteen.
- m. The General Branch of this Court may purchase essential medicated requisite items/articles from time to time as and when required.
- n. Human Rights Cell and Research Wing of this Court will remain closed till 28th March, 2020. Sr. Research Advisor and Incharge HCR are required to work from home.
- o. I.T Incharge/Wing may immediately start developing software(s)/application(s) for "E-Governance" of this Court so that every administrative correspondence (s) may be initiated, dealt with and disposed of through online working while maintaining its proper record electronically as well as physically.

2. The guidelines/instructions/SoPS contained in **Workplace Control and Prevention Protocols** dated 13th March, 2020 issued by the Supreme Court of Pakistan (copy attached) may also be implemented in true letter and spirit to avoid spread of the pandemic disease.

(Muhammad Ijaz Ghani)
Deputy Registrar (Admn)

FOR REGISTRAR

All Officers/Officials at Principal Seat at Islamabad.

All Officer/Officials at Bench Registries Lahore, Peshawar, Karachi and Quetta.