



**House Building Finance Company Limited**  
**Head Office, Karachi**

**CIRCULAR NO. HR - 19/2020**

**DATED: 24-03-2020**

**SUBJECT: COVID-19 (CORONAVIRUS) – ADDITIONAL MEASURES II**

In continuation to HR Circular No.16/2020 dated 19-03-2020 and HR Broadcast dated 23-03-2020 regarding above subject, following instructions are issued for information and implementation with immediate effect:

- a. As per State Bank of Pakistan, BPRD Circular Letter No. 08 of 2020 dated 23-03-2020, the DFIs shall observe office timings from 10:00 am to 04:30 pm (Monday to Friday) till further instructions by SBP. Accordingly, all HBFC offices shall follow these timings until further orders.
  - b. In case of identification of COVID-19 case in any branch/ office or unforeseen event on untoward happening or any other emergency situation, branch/ office may be temporarily closed/ relocated under intimation to SBP.
  - c. The employees who have performed Umrah or Ziarat or have returned from Corona affected countries in the last 15 days, shall work from home.
  - d. Any employee whose family member is corona affected shall work from home.
  - e. The guidelines issued by World Health Organization (WHO), the Government of Pakistan and Provincial Governments shall be implemented, in letter and spirit, to ensure the safety and health of employees & customers and cleanliness at workplace.
2. This issues with the approval of Competent Authority.

**Saeed Ahmed Anjum**  
Head – HR Operations

**All Concerned**

Ref No.: HRD/HOK/2020/45