**Advsiory for movement of critical IT-ITeS employees in Gujarat**

1. Nominate not more than 3 crucial or key support tech people whom you need to frequently send at office for supporting your infra which enables work from home. Government has clearly suggested and strongly advised us to keep only skeletal team for such work and not a group of people frequenting any IT or ITES company office.

2. Ask those nominated persons frequenting your office to carry their govt photo ids along with company ids always while on road along with this suggested Gujarati letter on company letterhead along with two notifications.

3. Print the Gujarati letter as attached below on your company letter head with seal and sign of authorized person of your office. Attach the two notifications as is mentioned in Gujarati text shared herewith when you take print of Gujarati letter on your letterhead. Both Notifications are also shared herewith. This notifications are from home department Government of Gujarat and other is from Ministry of IT Government of India. Both this notifications mentions IT and ITES as essential services.



5. Also take signature of all the key people whom you will send to office for support purpose in the letter draft provided herewith, so that it indemnifies the business and its owners in case of any untoward eventuality

6. Let the support team carry Gujarati letter with two attachments, carry their govt photo ids and company ids, wear mask, wear cap, carry soap, wear washed clothes, follow sanitization drill on reaching office, finish task, on way of going to office or coming back do not stand or flaunt any rules on the road, on reaching home again follow sanitization drill without touching anything or anyone by taking bath and washing clothes on the spot

7. Show Gujarati letter with two attachments to police, explain them their purpose of office visit peacefully without showing aggression, still if they do not allow then call the business owner and try to reason out peacefully and do not create a scene with police as they are working under massive risk and pressure.