

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-I, MAHARASHTRA,

PRATISHTHA BHAVAN, M.K.ROAD, MUMBAI – 400020

No. Admn1/COVID-19/13

Date: 02.06.2020

OFFICE ORDER

Subject : Preventive measures to contain the spread of COVID-19

This is further to office order No. Admn-1/ COVID-19/08 dated 20.05.2020 issued in pursuance of Headquarters letter No. 164-Estates/11-2020 dated 19.05.2020 and GoM order No. DMU/2020/CR.92/DisM-1 dated 19.05.2020.

Now, based on dated 01.06.2020 and GoM order No. DMU/2020/CR.92/DiSM-1 dated 31.05.2020 and Hq order No. 168-Estates/11-2020 dated 01.06.2020, the following revised instructions are being issued:

1. Office shall function with 15 percent (minimum 15) attendance with effect from 03.06.2020.
2. Staff (Group A, B & C), upto 15 percent (minimum 15) of Person-in-Position, shall attend the office as per work requirement. Branch Officers of each wing will draw the roster of their respective wings under approval of their Group Officers as per work requirement and inform Administration section accordingly.
3. The respective Branch Officers shall ensure minimum six feet distance among their subordinate staff attending office- sitting in alternate work stations.
4. Officers/ Officials who are residing in the containment zones demarcated by State/District Administration shall not attend office and inform the same to their Controlling Officers. They shall work from home.
5. Persons with disabilities and co-morbidities as also pregnant women shall be exempted from attending office and shall work from home.
6. Officials working from home should be available on telephone and electronic means of communication at all times.
7. All officers/ officials (including outsourced staff) while attending the office shall ensure strict adherence to the following National Directives for COVID-19 Management issued by Ministry of Home Affairs in office premises.
 - (i) Wearing mask/face cover at all times.
 - (ii) 'Aarogya Setu' app is installed by all the officials having compatible mobile phones.
 - (iii) Spitting and consumption of liquor, paan, gutka, tobacco etc. is prohibited.

- (iv) Provision of hand wash and sanitizer would be made at all entry and exit points and common areas in office premises. Officials may ensure utilization of the same at regular intervals.
 - (v) All officers/officials (including outsourced staff) shall ensure social distancing through adequate distance between other colleagues, staggered lunch breaks etc.
 - (vi) Officers/Officials having any kind of ailment like fever, cold, cough etc. must inform the administration immediately.
8. This order shall be applicable with immediate effect upto 30.06.2020 or till the instructions are revised by the Competent Authority whichever is earlier.
9. Everyone should ensure that 'National Directives for COVID-19 Management' are strictly followed.

(Authority : Accountant General's order dated 02..06.2020)

Sd/-

Deputy Accountant General/Admn

No.Admn-I/COVID-19/16

Date: 02.06.2020

Copy for information and necessary action to:

1. Secretary to Accountant General
2. Stenographer Gr. I to all Group Officers/ Welfare Officer
3. All Branch Officers
4. Sr. Accounts Officer, Record -I – for displaying on the office notice board
5. Sr. Accounts Officer, EDP (SG) – for publishing on office website
6. Director General (GA), O/o the C&AG of India, New Delhi
7. Principal Director (Headquarters), O/o the C&AG of India, New Delhi
8. Pr. Director (P), O/o the C&AG of India, New Delhi
9. Spare copy

Sd/-

Welfare Officer/I/c Admn-I