



भारतीय लेखापरीक्षा और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT

**प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA**

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No. Admn I/Roster/ Unlock 5.0-Mission Begin Again /92

Date: 01.10.2020

## Office Order

In continuation of this Office order no Admn-I/ Roster/ Unlock 4.0-Mission Begin Again/66 dated 01.09.2020 and in pursuance of MHA order no.40-3/2020-DM-I(A), GOM order No.DMU/2020/CR.92/DisM-I dated 30 09.2020 and DOPT office Memorandum No. 110139/2014-Estt.A.III dated 18.05.2020, the following instructions are hereby issued:

1. The Office will function with the following strength:
  - i) Group A and Group B officers at 100%
  - ii) All staff members with 50% strength
2. Branch Officers of each wing will draw the roster of their Staff members under approval of their Group officer, maintaining the requisite percentage of attendance under the approval of their Group Officer.
3. The respective Branch Officers shall ensure minimum six feet distance (*2 gaz ki doori*) among their subordinate staff attending office - sitting in alternate workstations.
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.
5. In accordance with DoPT order F-No -110139/2014/Estt-III dated 19.05.2020 persons suffering from comorbidities are exempted from roster duty upon production of medical prescription from treating physician under CGHS/CS (MA) rules as applicable. Similarly persons with disability and pregnant women shall be exempted from attending office. They shall, however, work from home.
6. Officials who are 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 COVID19 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 mobiles phones.
  - (iii) Spitting and consumption of liquor, paan, gutka, tobacco etc. is prohibited.

- (iv) Provision of hand wash and sanitizer is 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.
8. This order shall be applicable with immediate effect upto 31.10.2020 or till the instructions are revised by the competent authority whichever is earlier.
9. The Branch Officers/Sectional Heads to ensure adherence to the roster and the percentage of attendance as prescribed in their respective Sections. In case of shortfall in attendance, the official concerned should be directed to seek sanction of leave, as admissible. If any Branch Officer desires to adopt staggered working hours suitable proposal should be submitted to PAG through the respective Group Officer.

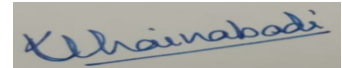
(Authority: Pr. Accountant General's order dated 01.10.2020)

Sd/-  
Dy. Accountant General (Admn)

No. Admn I/Roster/ Unlock 5.0-Mission Begin Again /212  
For Information and necessary action:

Date: 01.10.2020

1. Secretary to Principal Accountant General
2. PA to all Group Officers/Welfare Officer
3. All Branch Officers\ Sectional Heads
4. Sr. AO/Record II for displaying on Notice board
5. Sr.AO/EDP(SG) for publishing on Office website
6. Spare Copy



Welfare Officer/I/c Admn I