



OFFICE OF THE ACCOUNTANT  
GENERAL (A&E), PUNJAB,  
SECTOR-17E,  
CHANDIGARH - 160017.

संख्या : प्रशा0-1/ए/2019-20/498  
दिनांक : 19.03.2020

**OFFICE ORDER**

In light of the advisory issued vide Headquarters office letter No. 123-Estate/11-2020 dated 16.03.2020 and DOPT Office Memorandum F. No. 11013/9/2014-Estt.A.III dated 17.03.2020 regarding Prevention of spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees. In this regard following advisory/direction for the well-being of employees of this office and in public interest:-

1. Mass gatherings to be avoided or possibly be postponed till the disease spread is contained.
2. Video-Conferencing and other digital/online means to be utilized for conducting meetings, to the extent possible.
3. One of the most common method of transmission of novel coronavirus seems to be through infected surfaces. It is, therefore, requested to avoid touching surfaces which might be infected due to human touch.
4. Employees showing symptoms such as high fever, difficulty in breathing and cough will not be allowed entry into office building/premises. Such cases will be reported to appropriate health authorities and administration.
5. Employees advised self quarantine by concerned Govt. health authorities shall work from their place of residence. In line with the PD(P) Wing circular No. 1204/PD(P)/2019-20/Vol.II dated 14.03.2020, the first 14 day's period of quarantine (including Saturday/Sunday/Holidays), shall be treated as duty for all purposes.
6. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self quarantine as a precautionary measure.
7. Welfare section will ensure proper cleaning and frequent sanitization of the work place, particularly of the frequently touched surfaces and regular supply of hand sanitisers, soap and running water in the washrooms. Awareness posters provided by HQ's office are displayed at appropriate places in the office.
8. Routine issue of visitor's passes suspended with immediate effect. Hence Grievance Redressal Cell of this office will remain closed till further orders for personal visits of pensioners. However their grievance will be attended telephonically and through web mode.
9. Entry of the outsiders is strictly prohibited in the office canteen with immediate effect.
10. Gym/Recreation centre and creche will remain closed till further orders.
11. Indicative list of Do's and Don'ts is also annexed for wide dissemination.

-Sd/-

Sr. Deputy Accountant General (Admn)

Endst. No. Admn-I/Misc./2019-20/5021-26

Dated : 19.03.2020

Copy forwarded to the following for necessary action:-

1. Secy. to Accountant General.
2. All Group officer
3. All Branch Officer
4. Welfare Section
5. IT Support cell for uploading the information on official website.
6. Office order file.

  
Sr. Accounts Officer (Admn-I) 19/3/2020