



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

O/o the Accountant General (A&E)
Punjab & U.T., Chandigarh
Plot No.- 20, Sector-17E
Chandigarh-160017

Office order No. Admn-I/A/20-21/17
Date: 20.05.2020

OFFICE ORDER

In compliance to Headquarters letter No. 163–Estates/11-2020 dated 18.05.2020 & No. 164–Estates/11-2020 dated 19.05.2020 with reference to MHA, Govt. of India's Order No. 40-3/2020-DM-I (A) dated 17.05.2020, DOPT F.No. 11013/9/2014-Estt.A.III dated 18.05.2020 taking into account Chandigarh Administration's order No. 13180- HIII(5)/2020/5087 dated 18th May 2020 and in supersession of this office order no. Admn- I/20-21/14 dated 18.05.2020, the following instructions are issued:

1. The office shall remain open till further orders. However, the number of Staff members attending office on a given day will be up to 50% as per requirement and there will be 100% attendance of Group Officers & above Officers.
2. Separate duty roster till 29.05.2020 will be prepared by each wing/sub office, following the guidelines issued vide HQ's letter No. 163–Estates/11-2020 dated 18.05.2020 & No. 164–Estates/11-2020 dated 19.05.2020, MHA guidelines dated 17.05.2020, DOPT guidelines dated 18.05.2019 and Chandigarh Administration's guidelines dated 18.05.2020 (copies enclosed). Officers/officials are instructed to work from home on the days on which they are not attending the office and are directed to be available on telephonic and electronic means of communication at all times. They should attend office, if called for any exigency of work.
3. Staff residing in containment zones will not join the office till further orders and will intimate telephonically about their presence in containment zones to their superiors.
4. Pregnant Officials shall work from home
5. The office canteen/crèche/ recreation room/common room will remain closed till further orders.
6. Sr. AO (Welfare) will take care of all safety & sanitization measures issued by MHA from time to time.
7. All Staff members should download "Aarogyasetu" app as already directed vide this office order No. Admn-I/COVID/19-20/Spl-37 dated 02.05.2020.
8. All the officials/officers who attend the office should liberally use sanitizers and invariably wear mask and maintain social distance in the office. Movement of staff (except MTS) in between sections is restricted.

9. All Officers and officials of the office shall adhere to the lockdown measures mentioned in Ministry of Home Affairs, Government of India's order vide order no. 40-3/2020-DM-I(A) dated 17.05.2020 & Chandigarh Administration's guidelines dated 18.05.2020.

(This issues with the approval of the Accountant General.)

Sd/-

Sr. Dy. Accountant General (Admn)

No. Admn-1/20-21/122

Dated: 20.05.2020

Copy to: Shri. Rajdeep Singh, Principal Director (HQ), O/o the Comptroller & Auditor General of India, 09, Deen Dayal Upadhyay Marg, New Delhi- 110124 for information, w.r.t. their letters No. 163-Estates/11-2020 dated 18.05.2020 & No. 164-Estates/11-2020 dated 19.05.2020.

Sd/-

Sr. Dy. Accountant General (Admn)

No. Admn-1/20-21/123-128

Dated: 20.05.2020

Copy for information and necessary action to:

1. Secy. To AG
2. All the Group Officers
3. Sr. Accounts Officer, PPCB, TM-II & Admn UT for circulation among all concerned.
4. Sr. Accounts Officer, Welfare
5. IT support cell for uploading Orders on office website.
6. Office order file

27/5
20/05/2020
Sr. Accounts Officer (Admn-I)