

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
MADHYA PRADESH, GWALIOR

Office Order

No. Admn.11/G-4/COVID19/O.O./124

Date:- 16.10.2020

In compliance of headquarters letter No. 286-Estates/11-2020 dated 09.10.2020, GOI, DoPT OM F.No. 11013/9/2014-Estt.A.III dated 07.10.2020, in order to contain the spread of Novel Coronavirus, the following instructions, in addition to those issued vide No. Admn-11/Gr.4/Misc./O.O./ 42 dated 08.07.2020, are issued for strict compliance: -

1. All officers of the level of Dy. Accountant General and above shall attend office on all working days.
2. As regards Officers/ staff below group officers, at least 50% of attendance is to be ensured. The attendance of more than 50%, if required in public interest, may be mandated by the Principal Accountant General while strictly ensuring that social distancing is maintained under all circumstances.
3. The officers/ staff shall follow staggered timings to avoid over-crowding in office as indicated below:
1st Shift: 9.30 AM to 6 PM
2nd Shift: 10.00 AM to 6.30 PM
4. All officers/staff residing in the containment zone shall be exempted from coming to office till the containment zone is denotified.
5. The officers/staff who are not attending office shall work from home and they should be available on telephone and electronic means of communication at all times.
6. Persons with disabilities and pregnant women employees shall continue to work from home till further orders.
7. Station Leave should not be granted as a matter of routine, and must be granted only in exceptional circumstances. However, if an officer/ official has to leave station for unavoidable reasons, she/he will observe self isolation/home quarantine, after returning to the station of her/his headquarters. The period of such self isolation/ home quarantine shall be as per guidelines issued by the State Govt./UT Administration and/or the concerned local authorities.
8. Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible. As far as possible, physical movement of files within the office and postal correspondence with other offices should be minimized. As has already been directed, all officials shall work through e-office.
9. Departmental Canteens/ Tiffin Rooms in the office shall remain closed until further orders.
10. The SOPs on preventive measures to contain the spread of COVID-19 in workplace settings issued on 04.06.2020 by the GoI, MoHFW shall be followed scrupulously in all respect. (as in Office order No. Admn.-11/Gr.4/Misc/O.O./31 dt. 12.06.2020)
11. Any official whose family member or close relative staying in the same home if assessed COVID positive shall promptly disclose information regarding his/her close contacts including office contacts to his/her controlling officers, failing which he/she shall be liable for disciplinary action.

On receipt and verification of above information,

Misc-494

19/10/20

आज्ञा, एम्. पी. ग्वालियर

(a) the concerned official and his/her direct high-risk contacts in the office should immediately be asked to work from home for a period of 14 days for which approval of Principal Accountant General may be taken.

(b) such officials may be asked to monitor their health and keep their controlling officer informed about it. In case, the official does not develop any symptom, he/she may be allowed to physically attend office after the above period. If the official reports symptoms at the end of above period, he/she may be directed to get tested for COVID and physically attend office only after testing negative.

If the official is tested positive he/she shall attend the office only after testing negative.

12. Regular sanitization/ cleaning of working places, maintenance of social distancing norms, wearing of masks etc., should be strictly followed

13. Those officers/officials visiting CAG's office for unavoidable reasons get their Tour Programme approved from concerned Headquarters' wing in CAG's office in advance. Such tour programme should specifically mention the names of Wings/Officers the touring officer/official is required to visit the Headquarters' office. Copies of Tour Programme should be sent to GS Wing in Headquarters though email to saogs@cag.gov.in in advance. Touring officers/ officials should avoid visiting any other Wings/ Officers during their stay in CAG's office.

14. It is reiterated that closure of workplace, disinfection and management of contacts should be done strictly in accordance with the directions contained in DoPT OM F.No. 11013/9/2014-Estt.A.III dated 05.06.2020 and instructions and protocols laid down by local authorities. Senior Audit Officer/ Executive Branch and Welfare Branch shall ensure the strict compliance of these orders.

Issued with the approval of the Principal Accountant General.

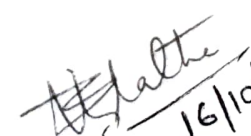
Sd/-
Dy. Accountant General/ Admn

No. Admn.11/G-4/COVID19/O.O./124/STR - II / 1002

Date:- 16.10.2020

Copy to:-

1. Secy. To Principal Accountant General (Audit-I), M.P., Gwalior.
2. Dy. Accountant General/AMG-I, II, III, V & Admn
3. Welfare Officer, O/o PAG (Audit-I), M.P., Gwalior
4. Sr.Audit Officer/Admn.12, Confidential Cell, PA, Report (Civil), Report (PAC), FAAP, FASS-M, Legal Cell, General Section, Executive Branch, Admn-13, Admn-14, OAD-21, AMG-I (HQ), OAD M, OAD 11, ITA, to intimate related officials posted in their section/group.
5. Sr.Audit Officer/ IS&DAC for uploading on internet and intranet.
6. Shri Ambuj Kumar Pandey, AAO for works relating to uploading on internet.
7. Guard file.
8. Notice Board.


16/10/2020
Sr.Audit Officer/Admn.11