

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

No. HRM-I/COVID-19/148

Date: 29 /10/2020

OFFICE ORDER

In continuation of this office order **No. 135 dated 10/10/2020** and pursuant to guidelines issued by DOPT, vide OM No.11013/9/2014-Estt.A.III dated 07/10/2020 and Ministry Home Affairs Order No. 40-3/2020-DM-I(A) dated 27/10/2020 for the prevention and control of Corona virus pandemic, the following orders are issued with immediate effect:

1. These orders shall be **effective from 01/11/2020 until further orders.**
2. All IA&AS Officers, Welfare Officer, Sr. Accounts Officers and Asst. Accounts Officer and Supervisors shall attend office every day.
3. The rest of the staff shall function with at least **50 % of strength, except MTS cadre.**
4. The Secretariat staff of IA&AS Officers shall attend the office every day.
5. All MTS shall attend office every day.
6. **The Administration wing shall function as per the roster enclosed as Annexure.**
7. The functional Group Officers shall prepare roster of staff attending office as per the exigencies. The Group Officers may revise roster of staff attending office as per the exigencies. The Group Officers may call more than 50% staff depending on the exigencies of the work. Copy of roster may be forwarded to HRM-I Section for record.
8. Wearing of masks / face cover is mandatory at all times in the office. Welfare Officer has been nominated as Vigilance Officer for ensuring the norms like social distancing, face coverings etc. in the office.
9. Use of 'Aarogyasetu' App is mandatory for all employees. All Officers, staff (including outsourced staff) should download 'Aarogyasetu' App on their mobile phones.
10. Those officers/staff who are not required to attend office on a particular day, shall work from home and they should be available on telephone and electronic means of communication at all times.
11. All officers/staff residing in containment zones may intimate the office accordingly and should not attend the office till containment zone is denotified.
12. Persons with disabilities and pregnant women employees shall work from home till further orders.

13. Station Leave should not be granted as a matter of routine and must be granted only in exceptional circumstances. However, if an officer or official has to leave station for unavoidable reasons she or he will observe self-isolation or home quarantine, after returning to station of her/his headquarters. The period of such self-isolation / home quarantine shall be as per guidelines issued by State Govt. / UT Administration and / or the concerned Local Authorities.
14. Departmental canteen / Tiffin rooms in the offices of IA&AD will continue to remain closed until further orders.
15. Officers and staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for Covid-19, shall promptly disclose such information to their controlling officers, failing which they shall be liable for disciplinary action. In this connection, reference is invited to the Headquarters circular No.181 Estates/II-2020 dated 02.07.2020 wherein it was mandated that such officials should be asked to work from home for a period not exceeding one week. The matter has since been reviewed and in supersession of this order, it has been decided that such officials shall be treated as **'high-risk contacts' and shall be asked to work from home for a period of 14 days** as per the SOP ibid issued by the MoHFW on 04.06.2020.
16. Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

(Authority: Accountant General's orders dated 29/10/2020)

Sd/-

Dy. Accountant General (Admn.)

Date: 29 /10/2020

No. HRM-I/COVID-19/TR-317-A

Copy for information to:

1. Secretary to Accountant General.
2. Stenographer Gr.I/Sr.Acctt to All Group Officers.
3. Welfare Officer.
4. All Branch Officers
5. Sr. Accounts Officer/Log & Supp. (4 copies) for display on notice board.
6. Sr. Accounts Officer/EIS for uploading on Internet.
7. Office order / Spare copy.

Sd/-

Welfare Officer / HRM-I

Administration Wing

- HRM I (**04** persons shall attend office every day in rotation)
- HRM II (**05** persons shall attend office every day in rotation)
- In-House Training Section (**02** person shall attend office every day in rotation)
- Payroll (**06** persons shall attend office every day in rotation)
- PAO (**06** persons shall attend office every day in rotation)
- IA (**06** persons shall attend office every day in rotation)
- L&S (**03**persons shall attend office every day in rotation)
- Rajbhasha (**02** person shall attend office every day)
- Welfare (**02** person shall attend office every day)
- Receipt and Despatch (**09** persons shall attend office every day in rotation)

Sd/-

Welfare Officer / HRM-I