



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. PAG(A&E)-I/Welfare/ 721

Date:04.11.2020

Office Order

As per the Government of Maharashtra guidelines dated 31.08.2020 phase-wise Unlock- 4 under the Mission Begin Again, Pr. Accountant General has nominated Smt. M. H. Kundnani, Sr. Accounts Officer and Smt. Naina Raja, Sr Accounts Officer as Vigilance Officers for the month of November and December 2020 for ensuring the observance of norms like social distancing, face covering etc to avoid the spread of COVID-19 pandemic.

The Vigilance Officers to supervise and ensure that all the points mentioned in checklist at Annexure "A" are followed by the staff of the office.

(Authority : Pr Accountant General's order dated 04.11.2020)

Sd/-

Welfare Officer

No. PAG(A&E)-I/Welfare/ 721-F

Date:04.11.2020

**Copy forwarded to:**

1. PA to all Group Officers
2. Secretary to Accountant General
3. Sr. Accounts Officer, Record-II, for circulation
- 4 Smt. M. H. Kundnani ,Sr.AO
5. Smt. Naina Raja,Sr. AO
- 6.All Branch officers and AAOs
- 7.Sr. AO ( EDP) to upload on website

*Uthainabadi*  
4/11/2020  
Welfare Officer

*M.K*  
*CS*  
*9/11/20*

Annexure "A"

1. Ensuring that the practice of face covering is strictly followed in the office by all the staff and visitors.
2. Social distancing is observed at all the places in the office.
3. Ensuring that thermal scanning is done at our entry point for every staff and visitor
4. Sanitizer is made available at all the entry points, at frequent intervals in the corridors of our office.
5. Hand washing facility is invariably made available in wash rooms to the office.
6. Regular Sanitization of the entire workplace everyday including all common facilities and all points, which come into human contact, like door handles etc. through house keeping staff.
7. Ensuring that no unauthorized visitors enter the office.
8. Ensuring that ArogyaSetu app is installed by entire office staff.
9. Guiding security staff to handle visitors and also ensure safety measures for dak receipt and dispatch as per circular of SAO-Record -II section. To the maximum possible extent visitors should be dissuaded, unless inevitable.

**Checked by:**

**Name of the official:**

**Designation :**