

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
WEST BENGAL
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700 001.**

Office Order No. Admn.I/Misc./Vol.II/108

Date: 13.10.2020

OFFICE ORDER

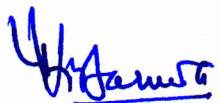
In terms of Headquarters Office Circular letters No.286–Estates/11-2020 dated 09.10.2020 read with directions contained in the Dept. of Personal & Training (DoPT) OM F.No. 11013/9/2014-Estt.A.III dated 07.10.2020 (copies attached) the following instructions are issued:

1. All officers of the level of DAG and above shall attend office on all working days.
2. As regards officers and staff below the level of DAG (including outsourced staff), at least 50 percent of attendance is to be ensured. The Branch Officers may mandate attendance of more than 50 percent, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
3. All the officers and staff who attend office shall observe staggered timings to avoid over-crowding in offices/work places as may be instructed by respective Branch Officers.
4. All officers/staff residing in the containment zone shall be exempted from coming to office till the containment zone is denotified.
5. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times. Branch Officer/Group Officer may assign suitable work to officials working from home.
6. Persons with Disabilities and Pregnant women employees shall 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 Government and/or the concerned local authorities.
8. Physical meetings/discussions in the office premises shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided. As far as possible, physical movement of files within the office and postal correspondence with other offices should be minimized and work should be done electronically.
9. The Standard Operating Procedure (SOP) on preventive measures to contain the spread of COVID-19 in workplace issued on 04.06.2020 by the Government of India,

Ministry of Health and Family Welfare (MoHFW) shall be followed scrupulously in all respect.

10. 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, it has been 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 suppression 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 as intimated vide this office Order No. Admn.I/Misc./Vol.II/17 dated 06.07.2020.
11. Group Officers/Branch Officers shall ensure that the 'National Directives for the Covid-19 Management', which include instructions issued for regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be ensured that there is no crowding in the corridors. As far as possible the practice of Work from Home (WFH) should be followed.
12. Group Officers/Branch Officers shall ensure that appropriate permission is obtained from the concerned Wing at Headquarters' Office before the visit of any official to CAG's Office for unavoidable reasons and get their Tour Programme approved in advance from the competent Authority. Such Tour Programme should specifically mention the names of Wings/Officers the touring officer/ official is required to visit in Headquarters' office. Copies of Tour Programme should be sent to GS Wing in Headquarters through 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.
13. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders.

Above instructions shall be in force with immediate effect and until further orders. All the employees concerned are instructed for strict compliance with these orders.



Sr. Deputy Accountant General (Admn.)

// Authority: Pr. AG's order dated 13/10/2020 //

FOR ALL CIRCULATION
(including LAD)