



कार्यालय प्र.महालेखाकार ( लेखा व हकदारी )  
हिमाचल प्रदेश, शिमला-171 003  
OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E)  
HIMACHAL PRADESH, SHIMLA-171003  
दूरभाष# 0177-2652612-19 फ़ैक्स# 0177-2651743

No: Admn./A/2020-21/343

Dated: - 15-02-2021

**OFFICE ORDER**

In continuation of this office order No. Admn./A/2020-21/57 dated 16-06-2020 endorsed vide No. Admn./K-19/Guard file/2020-21/490-98 dated 16-06-2020 & in pursuance of Headquarters' office letter No. 172-Estates/11-2020 dated 10-06-2020 and DoPT order No. 11013/9/2014-Estt. A.III dated 13-02-2021 and in view of situation heading towards normalcy due to decreasing of COVID-19 cases, all Sr. Accounts Officers and Assistant Accounts Officers shall ensure 100 percent presence of their staff in the office by strictly following the guidelines issued by the Ministry of Health and Family Welfare regarding on Standard Operating Procedure on preventive measures to contain spread of COVID-19 in work place for compliance untill further order subject to local conditions. The staff while coming to the office may observe following staggered timings:

- 1st Shift: 09:00 AM to 05:30 PM (Ground floor Staff Gorton Castle Building).  
2<sup>nd</sup> Shift: 09:30 AM to 06:00 PM (Second floor Staff Gorton Castle Building).  
3<sup>rd</sup> Shift: 10:00 AM to 06:30 PM (Railway Board Building & Porta Cabins).

Sd/-

Deputy Accountant General (Admn)

Endst: - No. Admn./K-19/Guard File/ 2020-21/3335-42

Dated: - 15-02-2021

Copy forwarded for information and necessary action to:-

1. Secretary to the Pr. Accountant General.
2. PA to the DAG (Admn/ Funds & Pension).
3. PA to DAG (A/cs & VLC).
4. The Welfare Officer, O/o the Pr. Accountant General (Audit), H.P. Shimla-3 for necessary action.
5. All the Branch Officers of the office of the Pr. Accountant General (A&E).
6. AAOs and other staff members through email.
7. 'A' Series file/Administration.
8. Notice Board.

Sr. Accounts Officer (Admn.)