

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

No. HRM-I/COVID-19/ 371

Date: 01 /04/2021

OFFICE ORDER

In continuation of this office order No. 346 dated 21/03/2021 and pursuant to Government of Maharashtra vide Order No. DMU / CR.92 / DisM-1, Dated 27-03-2021 for prevention and control of Corona virus pandemic, the following orders are issued with immediate effect.

1. The office shall function with only 25% of total staff strength w.e.f. 01/04/ 2021 till 09/04/2021.
2. All IA&AS Officers, Sr. Accounts Officers shall attend office every day.
3. The functional Group Officers will continue to prepare roster of staff attending office in respect of their wing within the stipulated percentage. The Group Officer may also revise roster of staff attending office as per the exigencies of work. Copy of the roster may be forwarded to HRM-I section for record. The Administration wing shall function as per the roster enclosed as Annexure-I.
4. The respective Branch Officer will ensure attendance of officials as per roster in respect of sections under their control. In case of exigencies, official (s) not in the roster also maybe called up.
5. In order to avoid crowding, visitors/ Outsiders shall be allowed for official works only. For personal entitlement matters, visitors may be asked at the gate to contact telephonically at 712-2549006, 2549007 (for pension related queries) and at 0712-2565161, 2565162 (for GPF related queries)
6. The generic preventive measures may be followed strictly by officers and staff as stated in Standard Operating Procedure (SOP) on preventive measures to contain spread of COVID-19 issued by the Ministry of Health & Family Welfare (Annexure II).
7. Social distancing norms may be strictly observed by all in the open spaces like lawn, parking area, corridors, etc. Moving around in groups should be strictly avoided. Flouting of this directive, may invite disciplinary action.

(Authority: Principal Accountant General's orders dated 01/04/2021)

Sd/-

Dy. Accountant General (Admn)

No. HRM-I/COVID-19/TR- 01/A

Date: 01 /04/2021

Copy for information to:

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


Sr. Accounts Officer / HRM-I

Annexure-II**Generic Preventive Measures**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in common places as far as possible.
- ii. Use of face covers/masks at all times, they must be worn properly to cover nose and mouth. Touching the front portion of mask / face covers to be avoided.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing / sneezing with a tissue / handkerchief / flexed elbow and disposing off used tissues properly.
- v. Self monitoring of health by all reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation and use of Aarogya Setu App by all employees.
- viii. The officers / staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. The officers / staff who are residing in the Containment Zone shall work from home and shall be available on the telephone and electronic means of communication at all times.
- ix. 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.



Sr. Accounts officer / HRM-I