



Estt.1/AAO/21-22/COVID-19 Prev. measrs./13

Dt. 27 -4-2021

**OFFICE ORDER-06**

Sub: Preventive measures to contain the spread of COVID -19 – reg.

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In terms of extant instructions of Ministry of Home Affairs, Ministry of Health and Family welfare as communicated by Headquarters vide Circular No.190-Estates/11-2020 Dt. 18 -4-2021 and in continuation of Office Order No. 283 dt. 10.03.2021 the following instructions are reiterated for strict compliance.

1. Officers and staff (including outsourced staff), whose family members, close relatives staying at same home have tested positive, shall promptly disclose such information to their controlling officers either through e-mail or phone. Any lapse on the part of the officials/staff would be viewed seriously. Such officials shall work from home for 14 days for which suitable orders would be issued by the controlling sections with the approval of the Group officer concerned
2. Officers and officials who have developed any Covid related symptoms and undergone test are advised not to physically attend office till they are reported negative.
3. Staff those who have not been vaccinated so far are advised to get themselves vaccinated against COVID 19 during vaccination drive launched by Government of India/Government of Tamil Nadu.
4. All officers/officials residing in the containment zone are exempted from attending office till the containment zone is de-notified. Such officials shall work from home and shall be available on telephone and other electronic modes of communications at all times. They may intimate the same to the office through email or phone .
5. Physical meetings/discussions/consultations in the office premises are to be avoided to the extent possible
6. Wearing of masks, maintenance of social distance is mandatory and officials are advised to have their lunch from their respective desk/seat. Over crowding may be avoided.

7. The National Directives for COVID 19 management and Standard Operating Procedures on preventive measures as issued by the Govt. of India has to be strictly followed without fail
8. To facilitate timely provision of medical attention, the officers/officials are encouraged to use Aarogya Setu on compatible mobile phones.

( Vide orders of Accountant General (A&E) dt. 27.04.2021)

  
Sr. Deputy Accountant General (Admn) 28/4/2021

To

Notice Board

All Group officers

All Branch officers – through intra mail

All sections through intra mail

IT Support cell – for uploading the copy of the order in official Website