



**OFFICE OF THE ACCOUNTANT
GENERAL (A&E), PUNJAB,
SECTOR-17E,
CHANDIGARH - 160017.
No. Admn. I/A/2020-21/45
Dated: 01.06.2021**

OFFICE ORDER

Subject: Preventive Measures to contain the spread of COVID-19.

It has come to the notice of the competent authority that 100% staff members of some sections are attending office on one day and are not coming to office next day, as it is work from home the next day. Also staff on work from home are not available on telephone and electronic means of communication at all times. In this condition there is no one to attend the section on a particular day, which hampers the work in case of emergency.

Therefore, it has been directed by the competent authority that in each and every section 50% staff must be present on a particular day and remaining 50% shall work from home on that day till further orders. Every section should work with at least 50% of its staff daily. Each Branch officer shall prepare roster for the sections under their charge accordingly. It is also directed that in respect of Sr. Accounts Officers and Asstt. Accounts Officers leave arrangement should be followed strictly.

Sd/-
Dy. Accountant General (Admn)

Endst. No. Admn-I/Misc/Covid-19/2021-22/Spl. 16-21

Dated : 01.06.2021

Copy forwarded to the following for information and necessary action:-

1. Secy. to Accountant General
2. All Group Officers
3. All Branch Officers
4. Sr. AO, Welfare
5. IT Support Cell for circulation through Database.
6. Office order file.

[Signature] 01/6/21
Sr. Accounts Officer (Admn-I)