

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

No. HRM-I/COVID-19/78

Date: 06/06/2021

**OFFICE ORDER**

In continuation of this office order No. 75 dated 02/06/2021 and pursuant to Government of Maharashtra's Order No. DMU/2020/CR.92/DisM-1 dated 04/06/2021 and Nagpur Municipal Commissioner order No.49/COVID-19/2021 dated 06/06/2021, the following orders are issued.

1. **The office shall function with 100 % attendance until further orders.**
2. All the staff must observe the Covid Appropriate Behavior at all times and follow SOP's promulgated by State Disaster Management Authority for various activities.
3. 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.
4. Visitors / Outsiders shall be allowed entry into the office for official work only.
5. 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. Officers and staff (including outsourced staff) whose family members and close relatives staying in the same house test positive for COVID-19, they shall promptly disclose such information to their controlling officers and Welfare Wing, failing which they shall be liable for disciplinary action. Such **high risk contacts** shall undergo 14 days of isolation quarantine as per NCDC Contact Tracing guidelines.
6. Officials who are **indirect / low risk contacts** of COVID-19 positive cases shall self-monitor themselves for 14 days after date of last exposure, for COVID-19 symptoms.
7. Use of ArogyaSetu app shall be mandatory for all IA&AD employees on best effort basis on compatible mobile phones.
8. All officials are advised to get vaccinated at the earliest.

**(Authority: Principal Accountant General's orders dated 06 /06/2021)**

Sd/-

**Dy. Accountant General (Admn)**

No. HRM-I/COVID-19/TR- 115/A

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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