

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 05/04/21

To,

The Heads of Department in IA&AD

Subj: Preventive measures to contain the spread of COVID19 – Reg.

Madam/Sir,

I. Government of India, Ministry of Home Affairs vide Order No.40-3/2020-DM-I(A) dated 23.03.2021 has issued guidelines for effective control of COVID-19 which will be in force upto 30.04.2021. Copy of the MHA's order is enclosed for information and compliance.

II. In view of the fresh surge of COVID-19 cases and in view of the above order issued by the MHA following instructions as issued to all IA&AD offices for compliance. These instructions are in addition to the instructions issued vide Headquarters' office circular letter No.48-Estates/11-2020 dated 15.02.2021 (*copy enclosed*).

1. IA&AD offices shall actively participate in the efforts of the Central and concerned State Governments Ministries and Departments /Local authorities in effective enforcement of the Test-Track-Treat protocol and ensure that COVID appropriate behaviour is scrupulously observed by all IA&AD employees.
2. MHA Guidelines provide discretion to States and UTs, based on their assessment of the situation, to impose local restrictions at district/ sub-district and city/ ward level, with a view to contain the spread of COVID-19. If State /UT/Local authorities impose restrictions, HsOD have to ensure their strict compliance. For this, HsOD may take appropriate decisions in consultation with the concerned State /UT/Local level implementing authorities.
3. Heads of Department in IA&AD offices shall encourage all IA&AD employees falling in the priority groups (as per recommendations of the NEGVAC) to get vaccinated against COVID-19 in the ongoing vaccination drive launched by the Government of India throughout the country.
4. As far as practicable the possibility of Work from home (WfH) should be explored.

भवदीय,

संलग्न: यथोपरि ।

(मनीष कुमार)

महानिदेशक (मुख्यालय)

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 15-02-2021

To,

All Heads of Department in IA&AD
(Except overseas offices)

Sub: Preventive measures to contain the spread of COVID19.

Madam/Sir,

I. Ministry of Home Affairs' Order No.40-3/2020-DM-I(A) dated 27.01.2021 and Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training's OM F.No.11013/9/2014-Estt.A.III dated 13.02.2021 on the subject is enclosed for information and compliance.

II. In view of the above orders issued by the MHA and the DOPT, and in supersession of earlier Headquarters' instructions on the subject, following instructions are issued for compliance by all IA&AD offices.

1. All officers/officials at all levels are to attend office on all working days without any exemption to any category of employees.
2. All Heads of the Department shall ensure that officers and staff who attend office observe staggered timings to avoid over-crowding in offices/work places.
3. All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times. HoDs may assign suitable work to officials working from home.
4. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders.
5. All touring (within and outside state) will be permissible subject to local restrictions, if any.
6. Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible. As far as possible, physical movement of files within the office and postal correspondence with other offices should be minimized. All officials should be advised to work electronically.

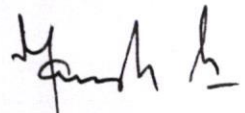
7. The Standard Operating Procedure (SOP) on preventive measures to contain the spread of COVID-19 in offices, issued on 13.02.2021 (*copy enclosed*) by the Government of India, Ministry of Health and Family Welfare (MoHFW) shall be followed scrupulously in all respect.
8. DoPT has vide OM F.No.11013/9/2014-Estt.A.III dated 13.02.2021 (*copy enclosed*) has decided that all Departmental Canteens may be opened. Accordingly, Departmental Canteens / Tiffin Rooms in the offices of IA&AD may be opened. Canteen employees are to strictly follow hygiene & safety protocols to avoid crowding, especially at the distribution / sale counters. Para 4(xxiii) of SOP issued by MoHFW on 13.02.2021 regarding functioning of cafeteria/canteen/dining, halls shall be strictly complied in all IA&AD Departmental Canteens / Tiffin Rooms.
9. 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. Risk profiling and management of such cases shall also be done in accordance with the SOP issued by MoHFW on 13.02.2021.
10. Heads of Departments shall also ensure that the 'National Directives for the Covid-19 Management', which include instructions issued for screening and hygiene, frequent sanitization of entire work place, maintenance of social distancing norms, wearing of masks, etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors.
11. Heads of Department in field offices shall ensure that officers/officials visiting Headquarters' Office, get their Tour Programme approved from concerned Headquarters' Wings in advance. Such tour programme should specifically mention the names of Wings/ Officers the touring officer/ official is required to visit in Headquarters' office. Copies of Tour Programme should be sent to GS Wing in Headquarters through email to saogs@cag.gov.in. Touring officers/officials should avoid visiting any other Wings/ Officers during their stay in Headquarters' office.

II. Above instructions shall be in force with immediate effect and until further orders.

III. The Heads of the Department may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs and the Department of Personnel and Training enclosed with this circular.

Encl: As above.

Yours faithfully,



(Manish Kumar)

Director General (HQ)