

OFFICE OF THE PR ACCOUNTANT GENERAL (A&E) -I MAHARASHTRA,  
MUMBAI 400 020

No. Admn II/Disc/Lockdown/ ८5

Date: 10-11-2020

CIRCULAR

In continuation to this Office Circular No. Admn II/Disc/Lockdown/41 dated 14-10-2020 it is further stated that:

- 1) DOPT had issued an O.M. under F No 11013/9/2014-Estt(A-III) dated 20-03-2020 stating that Officials could avail Commuted leave without the production of medical certificate for the purpose of self- quarantine. This order was in force only up-to 04-04-2020. Hence Officials extending their leave beyond this period should produce medical certificate of their illness and fitness from the CGHS/AMA, as applicable.
- 2) Any Official who could not attend/are not attending office, on the grounds of co-morbidities and worked/working from home, should submit a Medical Certificate from the CGHS/AMA as applicable
- 3) Since June-2020, a roster based functioning had been operationalized specifying the percentage of attendance. However, instances have come to the notice of this Office that attendance as per roster has not been adhered to by some Officers/staff. On a review of the situation and after taking due cognizance of the fact that the facility of public transportation was scarce/partly operational up-to July2020, with the approval of Competent Authority, it has been decided to ensure strict attendance as per roster w.e.f. 01-08-2020. Therefore, officials who had not attended office on a particular roster day (to be effective from 01-08-2020), would have to seek and get sanction of leave as admissible for that day. Officials who had not attended Office as per roster on two consecutive roster

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days are required to give leave for their absence for the roster days and the intervening days.

- 4) Attendance as per the prescribed percentage should be spread over throughout the month. No official should be allowed to complete their days of roster in a continuous manner, on consecutive working days.

The Branch Officers are required to adhere to the above instructions strictly, while sanctioning leave regularizing absence of the officials.

(Pr Accountant General's order dated 10-11-2020)

Sd/-

Dy Accountant General/Admn

No. Admn. II/Disc/Lockdown/ 598

Date: 12/11/2020

Copy forwarded for information and necessary action to the:

- 1) Stenographer Gr-I TO ALL Group-A Officers
- 2) All Branch Officers
- 3) All Sectional Heads
- 4) Spare Copy
- 5) Record - II for Circular.

Sr. Accounts Officer(Admn.II)