

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) PUNJAB & UT,

CHANDIGARH

OFFICE ORDER

No. Admn-1/A/2021-22/306

Date: 04.01.2022

Subject: Preventive measures to contain the spread of COVID 19- Instructions regarding attendance of officers/officials.

In light of the advisory issued by Govt of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi vide No.F.No.11013/9/2014-Estt.A-III dated 03.01.2022 followed by Headquarters office circular No.05-Sampada/11-2020 dated 04.01.2022 and UT Administration order no. 13180-HIII (5)/2021/19029 dated 24/12/2021 and dated 30.12.2021 following instructions are being issued regarding attendance of officers/officials and other matters in this office with immediate effect:

01. All officers of the Group-A level (including Sr. AO) equivalent and above shall attend the office on all working days. Officers/officials (Group-B & C) shall attend office with 50 percent attendance (**on rotational basis**) on **alternate working days** till further orders.
02. All Branch Officers shall prepare **rosters** for attendance of officers/officials in their respective Sections with 50 percent attendance on a particular day. Remaining 50 percent staff shall **work from home**. In case of exigencies, they may be called to attend the office. The Roster is to be got approved by respective Branch Officers from concerned Group Officer and a copy of approved Roster shall be provided to Administration.

As regards,attendance of outsourcing staff,the welfare section may prepare their roster as per requirement of cleanliness and other health protocols,keeping in view the requirement of cleanines,sanitization and security requirements.
03. Only fully vaccinated (second dose) officers/ officials or those with first dose and who are not due for second dose as per health protocol are to be allowed to attend office. The officers/officials who have not got vaccinated accordingly, have to apply for the leave of kind due for this period till vaccinated. This will not be treated Work from Home (WFH).
04. No station leave should be sanctioned to any officers/ officials except in case of emergency with prior approval of group officers. Disciplinary action will be initiated against the officers/officials who will leave station without prior approval.
05. Persons with disability and pregnant women employees shall be exempted from attending office but are required to Work from Home (WFH).
06. All officers/officials residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified. In this regard, treatment of staying away from office shall be as per existing guidelines of the CAG office.

07. Those officers /officials who are not attending office and working from home shall be available on telephone and the electronic means of communication at all times.
08. Those officers/officials who himself/herself or any of his/her family members have been tested positive, should inform the office immediately and quarantine himself/herself at home as per instructions from concerned health authority.
09. Meeting, as far as possible, shall be conducted on video conferencing and personal meeting with visitors, unless absolutely necessary in the public interest, are to be avoided.
10. All officers/officials have to ensure strict compliance with covid appropriate behaviour viz frequent washing of hands/sanitisation, wearing a mask/face cover, observing social distancing at all times.
11. Routine issuing of visitors' passes is suspended with immediate effect. Hence, Grievance Redressal Cell of this office will remain closed till further orders for personal visits of pensioners. However, their grievances will be attended telephonically and through web mode. Contact Nos. Of concerned authorities are available on office website.
12. Proper cleaning and frequent sanitisation of workplace, particularly of the frequently touched surface may be in ensured. Non-crowding in corridors, canteens etc may be ensured by welfare section. Outsiders are strictly prohibited in the office Canteen till further orders.
13. These orders shall be in force with immediate effect till further orders.

This issues with the approval of the Pr. Accountant General.

Sd/-
Dy. Accountant General (Admn)

Endst No. Admn-1/Circulars/2021-22/ 3120-25

Dated: 04.01.2022

Copy for information and necessary action to:

1. All Group Officers
2. Secretary to Pr. Accountant General
3. All Sr. Accounts Officers
4. Office order file.
5. Notice Board
6. IT Support cell for uploading on website.


Sr. Accounts Officer (Admn-I)