

OFFICE ORDER

O. O. No. 38

Dated: 15.07.2020

In terms of Headquarters Office letter No. 164-Estates/11-2020 dated 19.05.2020 regarding "Preventive measures to contain the spread of COVID19- Regulation of attendance"; this office shall function with 50% strength of officers and staff attending office on every alternate day. Accordingly, a roster for attending office is enclosed in Annexure.

2. Employees not attending on a particular day shall work from home and attend office if called for in any exigency of work. They should always be available online and instantly respond to any communication made on Telephone/mobile, Email, SMS, WhatsApp, etc. If any employee fails to respond immediately to such communications from their superiors/colleague, it will be treated as absence from duty and appropriate action shall be taken.

3. Above instructions shall be in force with immediate effect and until further order.

4. Branch Officers are to assign duties to employees working from home and monitor the progress of the same.

Sd/-

Sr. Deputy Accountant General

Copy to: Admin/T.R.No. 409

1. CA to Sr.DAG
2. All Sections
3. Office Order file
4. Notice Board

Sr. Accounts Officer/ Administration

Section	Name of employees Date 15/07/2020,17/072020, 21/07/2020 and so on	Name of employees Date 16/07/2020, 20/07/2020, 22/07/2020 and so on
Administration	Shri L.T.Bhutia, SR.AO Shri H.S.Prasad, AAO Shri Sanjeev Singh, Sr.Acctt	Shri R.Biswakarma, SRAO Shri S.K.Gupta,Sr.Acctt Shri S.S. Bora,DEO Shri D.Dungdung,Sr.Acctt Shri Ningma Tsh. Sherpa, CA to Sr.DAG
Record	Shri Sumit.DEO 'B'	Shri T.N.Bhutia, AAO Shri B.Shankar, Sr.Acctt
PAO	Shri N.Tashi,AAO Shri N.Gajmer ,Sr.Acctt	Shri Manu Gazmer, Sr.Acctt. Shri R.K.Dutraj,DEO
TM	Shri B.K. Basnet,Sr.Acctt	Shri S.P. Mandal,AAO
Book	Shri C..Nepal,AAO Shri S.Lama,AAO Smt.D.L.Bhutia, Sr. Acctt Smt. Shri Sanjay Singh,Sr.Acctt	Shri K.T.Sherpa,Sr.Acctt Shri N.T.Dhoptapa,Sr.Acctt Shri A.Majumder,Sr.Acctt
VLC-I	Smt.Nima Lepcha,Sr.Acctt Smt. E.Dungdung,SR.Acctt.	Shri N.G.Bhutia,AAO Shri R.B.Mangar,Sr.Acctt Smt. Pushpa Rawat,Sr.Actt
VLC-II	Shri S.K.Mukherjee,AAO Shri B.Gurung,Sr.Acctt Shri Jordan Karthak,Sr.Acctt Smt S.L.Bhutia, Sr.Acctt Smt.C.C. Bhutia, Sr.Acctt	Shri B.Narjinary, Sr.Acctt Smt. Partima Bhutia,Sr.Acctt Shri D.N.Bhutia,Sr.Acctt
VLC -III	Shri Vijay Kumar, DEO 'B'	Shri G.Tamang, AAO Smt.D.L. Sherpa,Sr.Acctt
EDP	Shri L.P.Wangdi,Sr.Acctt.	Shri S.P.Rasaily,Sr.Acctt.
MTS	Shri J.Bhujel,MTS Shri L. K. Limbu,MTS Shri S.T.Bhutia.	Shri R.K.Chhetri, Shri S. Ram,MTS Shri Nima Sherpa Shri D.K.Rai.
Canteen	Shri M.S.Negi,Canteen Clerk Shri Zinja Thami, C A	Shri B.B.Mangar,CA Md. Affak Alam,CA

The following MTS will perform the watch and ward duty as usual.

Sh..M.Thami,MTS
Sh.D.T.Bhutia,MTS
Sh.Rabin Sharma,MTS
Sh.S.Sarkar,MTS