

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
No.181-Estates/11-2020
02.07.2020

दिनांक / DATE _____

To,
All Heads of Department in IAAD

Sub: Preventive measures to contain the spread of COVID19.

Madam/Sir,

Government of India, Ministry of Home Affairs' Order No.40-3/2020-DM-I(A) dated 29th June 2020 containing the guidelines for 'Unlock 2', is enclosed for information and compliance. Further, HoDs are requested to ensure compliance of the following additional instructions of the competent authority, issued in view of rising COVID19 cases in the department:

- 1. Close Contacts:** There have been numerous cases of close contacts (family members, relatives staying in same home etc.) of our officials (including outsourced staff) testing positive for COVID. This has emerged as a cause for concern as such officials are at high risk of getting infected and transmitting COVID. It is therefore, imperative upon such officials to promptly disclose the above information to their controlling officers, failing which they shall be liable for disciplinary action. On receipt and verification of such information, the concerned official and his/her direct high-risk contacts in the office should immediately be asked to work from home for a period as deemed fit by the HoD, but not exceeding one week. Such officials may be asked to monitor their health and keep their controlling officer informed about it. In case, the official does not develop any symptom, he/she may be allowed to physically attend office after the above period. If the official reports symptoms at the end of above period, he/she may be directed to get tested for COVID and physically attend office only after testing negative.

If a close contact of an official has been tested for COVID and results are awaited, the official may be directed to work from home immediately. The concerned official may be allowed to physically attend only when the close contact tests negative.