

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
MADHYA PRADESH, GWALIOR.

No. Admn-11/Gr.4/Misc./O.O./ 31

Date 12.06.2020

Office Order

In compliance of headquarters letter No. 172-Estates/11-2020 dated 10.06.2020 and in compliance of DoPT OM F.No. 11013/9/2014-Estt.A.III dated 05.06.2020 received therewith, in order to contain the spread of Novel Coronavirus, the following instructions are issued for strict compliance: -

1. The generic preventive measures need to be observed by all officers and employees at all times. These include:
 - (i) Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.
 - (ii) Use of face covers/masks to be mandatory. The face cover/mask has to be worn at all times while coming to/inside the office premises.
 - (iii) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
 - (iv) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue /handkerchief/flexed elbow and disposing off used tissues properly.
 - (v) Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
 - (vi) Consumption of paan and tobacco, spitting etc shall be strictly prohibited.
 - (vii) Installation & use of Aarogya Setu App by employees. The Welfare Assistant may ensure strict compliance and shall submit a report to the Dy. Accountant General/Administration in this regard.
2. Senior Audit Officer/Executive Branch shall personally ensure the following-

- (i) Instructions issued by MHA, Govt. of India as well as the headquarters regarding cleanliness and sanitization shall be followed scrupulously. All sections and chambers shall be mopped/cleaned daily and during the break between shifts from 01.00 P.M. to 02.00 P.M. All frequently touched surfaces like door knobs, handles, lift buttons, hand rails, washroom fixtures, etc. shall be sanitized (using 1% sodium hypochlorite) every two hours. Washrooms and drinking water areas shall be cleaned every two hours. This may be ensured through a checklist as was directed before.
 - (ii) Only the main entrance will be opened during office hours. Hand sanitizer shall be kept at the entrance and shall be made available to all.
 - (iii) Instructions regarding social distancing (minimum six feet distance) as well as thermal screening of all persons coming to the office shall be strictly followed. Only asymptomatic staff shall be allowed. Senior Audit Officer/Welfare shall also ensure that personnel are available at the entrance from 08.30 A.M. to 06.30 P.M. for thermal screening of all persons coming to office. Existing directions regarding visitors shall also continue to be applicable.
 - (iv) Soap/liquid soap shall be kept at washrooms at all times.
 - (v) Canteen, Recreation Club, Examination hall, Association Room, Common Room etc. shall remain closed. However, if necessary, staggered sitting arrangements, while ensuring social distancing, may be made in Examination hall if necessary for Tour/Review parties.
 - (vi) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
3. All officers/employees who have been advised quarantine by District authorities shall invariably obey the orders and shall not attend the office during quarantine period.

4. No staff shall go to other chambers/sections unless it is extremely necessary. Every officer/employee shall maintain the diary of persons coming to close contact as was directed earlier.
5. Wherever feasible, all official works shall be done through eoffice, transfer of physical files should be avoided as far as possible. Physical files shall not be taken out/brought into the office without written permission of concerned Group Officer and without proper sanitization.
6. In order to ensure social distancing, the following further instructions are issued:
 - (i) Where work can be done from home without hindrance, the same should be encouraged.
 - (ii) In addition to IA&AS officers, other officers sitting in dedicated chambers/cabins shall attend office during normal working hours i.e. from 9.30 A.M. to 06.00 P.M.
 - (iii) Respective Group Officers/Branch Officers shall decide upon the staff under their control who shall attend the office on each day. It shall also be ensured that staff, other than those mentioned in sub para (ii) above attend office in two shifts of 9.30 A.M. to 6.00 P.M. and 10.00 A.M. to 6.30 P.M. Wherever possible, when four parties are required to attend office they may be called in batches for half days. A copy of the attendance list so prepared with the approval of the respective Group Officer shall be forwarded to the Senior Audit Officer/Executive Branch, the Care taker and Welfare Assistant through official email and whatsapp for information to enforce these staggered timings.
 - (iv) Officers/ Officials who are residing in the containment zones demarcated by State/District Administration shall not attend office and inform the same to their Controlling Officers.
 - (v) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions (An underlying health condition is a chronic or long-term illness, which in turn weakens the immune system) shall be exempted from attending office and shall work from home.

- (vi) Officials who are working from home should be available on telephone and electronic means of communication at all times.

7. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

- i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:
 - a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
 - b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
 - d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
 - e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
 - f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
 - g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.
- ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

8. Senior Audit Officer/Executive Branch and the Welfare Branch shall ensure strict compliance of these orders.

Issued with the approval of the Principal Accountant General.

Sd/-

Dy. Accountant General/Admn

No. Admn-11/Gr.4/Misc./ O.O./ 31 /STR-II/ 169,

dated 12.06.2020

Endtt. Copy to:

1. Secy. to Principal Accountant General (Audit-I) MP, Gwalior
2. Secy. to Director General of Audit (Central Receipt), New Delhi
3. Secy. to Accountant General (Audit-II) MP, 53, Arera Hills, Hoshangabad Road, Bhopal.
4. Additional District Magistrate, Dist. Gwalior
5. Sr. Dy. Accountant General/Admn, O/o the Accountant General (Audit-II) MP, 53, Arera Hills, Hoshangabad Road, Bhopal.
6. Sr. Dy. Accountant General/Admn, O/o the Principal Accountant General (A&E)-I, MP, Gwalior
7. Dy. Accountant General/Admn, General Sector, SS-I, SS-II, SS-III.
8. Dy. Director/CRA, O/o the Director General of Audit (Central Receipt), New Delhi, Branch at Gwalior
9. Dy. Director of Audit (P&T), Sanchar Bhawan, BSNL Compound, Hoshangabad Road, Bhopal
10. Sr. Audit Officer/Admn-11,12,13,14, CC, Legal Cell, RTI/Exam/Training, General Section, Executive Branch, Cash Branch, Hindi Cell, FASS(M), FASS-I, FAAP-I, II, 20-21
- ✓ 11. Sr. Audit Officer/IS&DAC for uploading on internet/intranet.
12. Shri Ambuj Kumar Pandey, AAO for works relating to uploading on intranet/internet.
13. Caretaker
14. Guard file
15. Notice Board

DL
12/6/2020
Sr. Audit Officer/Admn-11