

महालेखाकार (ले.प.1) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I)
KERALA, THIRUVANANTHAPURAM

No. Au/AdmnV/Covid 19/2020-21

Date - 16.10.2020

Circular No. 38

Sub: - Preventive measures to contain the spread of COVID-19.

The numbers of COVID cases are increasing in the State rapidly. A few number of cases have also been reported in our office.

Considering the above the following directions are issued, for strict compliance of officers and staff of officials in this office, on the basis of the directions contained in letter No.286- Estates/11-2020 dated 09.10.2020 issued by C&AG of India.

01. If any official develops symptoms of Covid-19 or tested positive for Covid-19 he/she should intimate the controlling officer of the fact.
02. Officers/Officials who are on primary contact (high risk contact or low risk contact as detailed in DoPT OM No.11013/9/2014- Estt.A.III dated 05.06.2020) with persons who tested positive for COVID-19 should promptly disclose the fact to their Group Officer concerned, failing which they shall be liable for disciplinary action.
03. Officers and Staff(including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID-19 will be treated as 'high-risk-contacts' and Group officer concerned shall ask such officials to work from home for a period of 14 days. For low risk contacts like those who shared same work space with a confirmed case of COVID-19 patient may be directed to work from home for a period of one week from the date of primary contact.
04. Such officials are directed to monitor their health and keep their controlling officer informed about it.
05. In case, the official does not develop any symptom, he/she may attend office after the above period.
06. If the official reports symptoms during the above period, he/she should get tested for COVID-19 and physically attend office only after testing negative.
07. The official who has been a primary contact and returned to the office after work-from-home should avoid close contact with any officer/staff member in the office for a further period of one week (7 days). They should maintain social distancing at all times.
08. Leave sanctioning authorities are directed not to sanction station leave as a matter of routine, and must be granted only in exceptional circumstances. Any period of quarantine arising as a consequence of station leave shall have to be covered by the official's leave.

09. Officials those who are tested positive shall apply for eligible commuted leave. Test results obtained from recognised laboratories/hospitals may be used instead of medical certificate for the purpose. (Subject to clarification from Government/C&AG).Period of mandatory observation after testing negative will be treated as work from home (not exceeding 7 days)
10. Officers/officials residing in containment zones should intimate the Controlling officer regarding the fact with documentary proof. Such officers/officials shall not attend office and can work from home with permission of Group Officer concerned.
11. All officers and staff are advised to download “Arogyasetu App” on their mobile phones and update and monitor regularly.
12. Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible.
13. All individuals must maintain a minimum distance of 6 feet in the common places as far as feasible. Proper use of face covers/masks is mandatory in the office premises.
14. It is noticed that officials are dining in groups;this is a risky behaviour and has to be avoided.
15. Staff are discouraged from going out of office compound during break times and mingling with the public.
16. All officers and officials are advised to avoid unnecessary gatherings and loitering in the office compound.
17. Orders/guidelines issued by Central/State Governments to prevent the spread of COVID-19 pandemic should be strictly adhered to by all the officers/officials.

This issues with the approval of Accountant General

Sd/-

Senior Deputy Accountant General (Admn.)

Copy to

01. All Group Officers
02. All Branch Officers
03. All Sections
04. Notice Board