

No. Admn I/ Mission Begin Again /204

Date:16.03.2021

OFFICE ORDER

In pursuance of the Government of Maharashtra order No. DMU/2020/CR. 92/ DisM-1 dated 15.03.2021 and in supersession of earlier order No. Admn-I/ Roster/ Unlock 6.0-Mission Begin Again/114 dated 10.11.2020 and keeping in view the orders issued by Headquarters from time to time as also DoPT orders on the subject dated 07.10.2020, the following instructions are hereby issued with effect from 17.03.2021 to 31.03.2021:

- The office will function with following strength:
 - (i) Group A and Group B Officers at 100%
 - (ii) All other staff members with 50%
- The respective Branch Officers are directed to draw their respective roster as per the requirement of work and keeping in view the COVID -19 protocols regarding attending the office and also maintain the requisite percentage of attendance under the approval of their Group Officer for the smooth functioning of the office.
- The generic preventive measures to be followed strictly by officers and staff as stated in Standard Operating Procedures (SOP) on preventive measures to contain spread of COVID-19 issued by the Ministry of Health & Family Welfare are enclosed herewith as Annexure –I.

All the other guidelines issued vide this office order No. Admn-I/ Roster/ Unlock 5.0-Mission Begin Again/92 dated 01.10.2020 will remain in force upto 31.03.2021.

(Authority: Pr. Accountant General's order dated 16.03.2021)

Sd/-

Dy. Accountant General (Admn)

No. Admn I/ Mission Begin Again /571

Date:16.03.2021

For Information and necessary action:

1. Director General (HQ) O/o the CAG of India, New Delhi
2. Secretary to Principal Accountant General
3. PA to all Group Officers
4. All Branch Officers\ Sectional Heads
5. Sr. AO/Record II for displaying on Notice board
6. Sr.AO/EDP(SG) for publishing on intranet
7. Spare Copy

Uthainabadi
16/3/2021
Sr. Accounts Officer/ Admn I

ANNEXURE-I

Generic preventive measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in common places as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- iii. Practice frequent hand washing with soap (for at least 40-60 second) 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. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by all employees.
- viii. The officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified the officers/staff who are residing in the Containment Zone shall work from home and shall be available on the telephone and electronic means of communications at all times.
- ix. Officers and staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers. Falling which they shall be liable for disciplinary action.

Khainabadi
16/3/2021
Sr. Accounts Officer / Admn-I