

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-II, MAHARASHTRA,
NAGPUR**

No. HRM-I/COVID-19/ 02

Date: 05 /04/2021

OFFICE ORDER

In continuation of this office order No. 371 dated 01/04/2021 and pursuant to Government of Maharashtra vide Order No. DMU / 2020 / CR.92 / DisM-1, Dated 04-04-2021 for prevention and control of Corona virus pandemic, the following orders are issued with immediate effect.

1. The office shall function with only 50% of total staff strength w.e.f. 06/04/ 2021 till 30 /04/2021 or until further order, which ever is earlier.
2. All IA&AS Officers, Sr. Accounts Officers shall attend office every day.
3. The functional Group Officers will continue to prepare roster of staff attending office in respect of their wing within the stipulated percentage. The Group Officer may also revise roster of staff attending office as per the exigencies of work. Copy of the roster may be forwarded to HRM-I section for record. The Administration wing shall function as per the roster enclosed as Annexure-I.
4. The respective Branch Officer will ensure attendance of officials as per roster in respect of sections under their control. In case of exigencies, official (s) not in the roster also maybe called up.
5. In order to avoid crowding, visitors/ Outsiders shall be allowed for official works only. For personal entitlement matters, visitors may be asked at the gate to contact telephonically at 712-2549006, 2549007 (for pension related queries) and at 0712-2565161, 2565162 (for GPF related queries)
6. The generic preventive measures may be followed strictly by officers and staff as stated in Standard Operating Procedure (SOP) on preventive measures to contain spread of COVID-19 issued by the Ministry of Health & Family Welfare (Annexure II).
7. Social distancing norms may be strictly observed by all in the open spaces like lawn, parking area, corridors, etc. Moving around in groups should be strictly avoided. Flouting of this directive, may invite disciplinary action.

(Authority: Principal Accountant General's orders dated 05/04/2021)

Sd/-

Dy. Accountant General (Admn)