



भारत सरकार
GOVT. OF INDIA
महालेखाकार (ले. एवं ह.) का कार्यालय, असम
OFFICE OF THE ACCOUNTANT GENERAL (A&E) ASSAM
मैदामगाव, बेलतला, गुवाहाटी - 781 029
MAIDAMGAON, BELTOLA, GUWAHATI - 781 029



Admn.1 Order No. 10

Date: 20th April, 2021

In inviting a reference to Government of Assam Order issued vide No. ASDMA.28/2021/11 dated 20-04-2021, Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Order issued vide No.11013/9/2014-Estt.A-III dated 19-04-2021 and various other instruction received from the Headquarters' office from time to time, the competent authority has decided that, the Office of the Pr. Accountant General (A&E), Assam Guwahati shall be fully functional and the attendance shall be regulated as follows:

1. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
2. For regulating the attendance of officers and staffs, a Roster may prepared by the Branch Officers ensuring that 50% of staff / officers are working under them and they are also attending office observing staggered timings, as under:
 - i. 1st Shift: 9.00 AM to 5.30 PM
 - ii. 2nd Shift: 9.30 AM to 6.00 PM
 - iii. 3rd Shift 10.00AM to 6.30PM

Those officers and staff who are not required to attend office on a particular day, shall work from home as per the work assigned to them.

3. Pregnant women and women with children aged 5 years or below shall be exempted from attending office and shall work from home.
4. Staff working from home have to be available on call through all electronic means of communication and shall attend office if required by the competent authority in exigency of office work.
5. Record Section and Welfare Cell shall arrange consumables, hygiene accessories etc. and supporting staff as far as possible to keep the office environment clean and hygienic as per instructions of the Government of India in relation to prevention of COVID-19 in workplaces.
6. No office employee living in Containment Zone(s) shall attend office.
7. All the employees are requested to follow the instructions of Government of India, issued from time to time.

The above instruction will remain in force till 30-04-2021 or until further order.

In addition to above the following instructions may also be strictly adhered to:

1. All Branch Officers should insist upon staff members (including outsourced staff) under their control to intimate their COVID infection status immediately to their respective Branch Officers and the same may be forwarded to Admn. 1 section by their Branch Officers.
2. The Branch Officers and Section In-Charge are directed to look after maintenance of the cleanliness of the sections under their control.
3. Every Staff member should wear mask inside the Office Premises. Non-wearing of mask is a punishable offence under the Disaster Management Act for disruption of public health.
4. At all times maintain social distancing to avoid over-crowding and follow the practice of frequent hand sanitizing. Spitting is strictly prohibited.

This issues with the approval of Principal Accountant General.

Sd/-

i/c Deputy Accountant General (Admn.)

Copy forwarded to:

1. The Director General (HQ), O/o the C&AG of India, 9-Deen Dayal Upadhaya Marg, New Delhi – 110 124.
2. The Director (Personnel), O/o the C&AG of India, 9-Deen Dayal Upadhaya Marg, New Delhi – 110 124.
3. The Secretary to the Principal Accountant General (A&E), Assam.
4. The P.S. to the Principal Accountant General (A&E), Assam.
5. The Steno Gr-I attached to Sr. DAG (Admn.).
6. The Steno Gr-I attached to Sr. DAG (A/Cs).
7. The Steno Gr-II attached to DAG (P&F).
8. The Sr. Accounts Officer (Admn.) i/c Welfare Cell.
9. All Branch Officers with a request to bring the content of this order to everyone working under their control, for strict compliance.
10. All the Sectional In-charge.
11. Welfare Assistant i/c. Welfare cell
12. ITS-1 section for uploading the same to the official website.
13. Hindi Cell, with a request to issue a Hindi version of this order.
14. Admn.1 Order file.
15. Notice Board for general information.


20-4-21
Sr. Accounts Officer (Admn.)