

Government of India  
Indian Audit and Accounts Department  
Principal Accountant General (A&E)  
Himachal Pradesh, Shimla-171003



भारत सरकार  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
कार्यालय प्रधान महालेखाकार (ए. & ई.)  
हिमाचल प्रदेश, शिमला-171003

No.Admn./A/2021-22/39

Dated: 26.04.2021

**OFFICE ORDER**

In terms of Headquarters office letter No. 192-Estates/11-2020 dated 19.04.2021, Ministry of Home Affairs' Order No. 40-3/2020-DM-I (A) dated 23.03.2021, Department of Personnel and Training's Office Memorandum No. 11013/9/2014-Estt. A. III dated 19.04.2021 and Govt. of Himachal Pradesh, Department of Personnel OM No. Per (AP-B)-B (15)-19/2020 dated 20.04.2021, following instructions are hereby issued:-

1. **Principal Accountant General, Deputy Accountants General, Sr. Accounts Officers, Asstt. Accounts Officers/ Supervisors, P.S., PAs, Welfare Assistant, Caretakers, Staff Car Drivers and MTS shall attend office on all working days.**
2. **Asstt. Supervisors, Sr. Accountants, Accountants, DEOs and Clerks shall attend office on every alternate day. All sections shall prepare a roster so as to ensure that not more than 50% of staff attend office on a given day. The Group Officers concerned may mandate attendance of more than 50 percent, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.**
3. **All officials who attend office shall strictly follow Covid- appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.**
4. **All officers and staff residing in containment zone (s) shall be exempted from coming to office till the containment zone is denotified. These officers/ officials will however, continue to work from home.**
5. **Those officials who are not required to attend office on a particular day shall work from home and should be available on telephone and electronic means of communications at all times and may be asked to attend office in case of work urgency. Sr. Accounts Officers/ Assistant Accounts Officer may assign suitable work to the officials working from home.**
6. **Persons with disabilities and pregnant women employees shall work from home till further orders.**
7. **All employees of the age of 45 years and above are advised to get themselves vaccinated.**
8. **Crowding in staircases, corridors, common areas including Departmental Canteens and parking areas will be strictly avoided.**
9. **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. Risk profiling and management of such cases shall also be done by the controlling officers/ sections in accordance with the SOP issued by MoHFW on 13.02.2021.**

10. All officials including those who are working from home shall not be allowed to leave station, in case of any emergency station leave shall be sanctioned by concerned Dy. Accountant General.
- All Sections shall ensure that officers and staff attend office in three shifts and observe staggered timing as under:-

1st Shift: 09:00 AM to 05:30 PM (Ground floor Staff, Gorton Castle Building).

2<sup>nd</sup> Shift: 09:30 AM to 06:00 PM (Second floor Staff, Gorton Castle Building).

3<sup>rd</sup> Shift: 10:00 AM to 06:30 PM (Railway Board Building & Porta Cabins).

The above orders shall be in force with immediate effect.

**This** Issues with the approval of Pr. Accountant General.


Sd/-  
Deputy Accountant General (Admn.)

**Endst. No. Admn./K-19/Guard File/2021-22/339-44**

**Dated: 26.04.2021**

Copy for information through email is forwarded to:

1. Secretary to the Pr. Accountant General.
2. PA to the DAG (Admn/ Funds & Pension).
3. PA to DAG (A/cs & VLC).
4. The Welfare Officer, O/o the Pr. Accountant General (Audit), H.P. Shimla-3.
5. All the Branch Officers and AAOs of the office of the Pr. Accountant General (A&E).
6. 'A' Series file/Administration.

  
Sr. Accounts Officer (Admn.).