

प्रधान महालेखाकार (ले.प.।) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AU-I),
KERALA, THIRUVANANTHAPURAM

No.Admn/V/Misc/2021-22/

Date: 12.08.2021

Circular No.25

Sub: Containment activities of COVID 19 - reg.

In addition to the directions contained in Office order No.17 dated 04.08.2021 the following are reiterated for strict compliance:

1. Following category of officials are exempted from coming to office.
 - a. Person with disabilities, pregnant women employees and female staff having kids of age less than one year.
 - b. Officials who are undergoing treatment for serious illness and who are undergoing dialysis.
 - c. Officials who had undergone major surgical treatment may attend office after one month from the date of their surgery.

Officials in the above category can be granted Work From Home (WFH) by the Group Officer concerned based on request.

2. While granting WFH, the Group Officer/Branch officer shall allot work to the officials and monitor the progress.
3. Work allotted to a particular Unit shall be executed by the concerned official during WFH.
4. A monthly report on the details of WFH may be forwarded to Administration Section in the following proforma during first week of every month.

Name of Section

Name	Designation	Period of WFH	Reason for granting WFH

5. Officials on WFH on a particular day shall be available on telephone and all electronic means of communication.
6. Permission to leave station shall not be granted during WFH. If granted in unavoidable situations the period may be treated as leave.
7. In case of private out of the State journey by the officials, permission shall be obtained from the Group Officer concerned. Negative RTPCR result shall be produced by such officials on joining. Directions issued by the State regarding

interstate travel shall strictly be followed. Quarantine period, if any, consequent on such travelling shall be debited from officials leave account.

8. All the officials while attending the office shall ensure strict adherence to the directives of the Central Government, State Government of Kerala and Headquarters office, for the COVID-19 management, which includes wearing of mask, social distancing, use of sanitizer at regular intervals and frequent hand washing with soap and water, use of Aarogya Setu mobile application etc.
9. Crowding in lifts, staircase, corridors, and common areas including refreshment area and parking areas is to be strictly avoided.

(Vide orders dated 11.08.2021 of Pr. Accountant General)

Sd/-

Sr. Dy. Accountant General(Admn.)

1. All Group Officers
2. All Branch Officers
3. Sr.AO/Admn (Audit II)
4. Secretary to PAG/Audit-I/Audit-II
5. All Branch Offices
6. Sr.AO/OE, Br. Kochi/ Thrissur