



**Estt.1/AAO/21-22/COVID-19/**

**Dt.04.01.2022**

**OFFICE ORDER No. 200**

**Sub: Preventive measures to contain the spread of COVID-19 – office to function with 50 percent of staff in attendance - reg**

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In terms of instructions of Department of Personnel and Training vide Office Memorandum No. 11013/9/2014-Estt. A-III dt.3<sup>rd</sup> January 2022 and communicated by HQ in Circular no 05-Estates/11-2020 dt.04.01.22 the following instructions are issued as part of Preventive Measures to contain the spread of COVID-19 and the Variant of Concern (VoC) 'Omicron'.

- 1. All officers at the level of DAG and above shall attend office on all working days**
- 2. To ensure social distancing as part of "National Directives for Covid-19 Management" the Controlling sections of all functional groups shall, with the approval of Group officer concerned, prepare a roster with 50 percent of staff in two batches to attend office on every alternate day. A copy of the roster shall be forwarded to Administration for record.**
- 3. Officials with Physical disabilities, Pregnant women shall be exempted from attending office and shall work from home**
- 4. The Controlling sections shall prepare a standard set of duties relevant to the branch concerned and assign such duties to those officials who work from home as per the roster.**

5. Those officers/staff who are not attending office and working from home should be available on Telephone and Electronic means of communications at all times.
6. The Branch officer concerned shall ensure adequate distance (minimum of 6 feet distance) among the staff attending office on a given day
7. Personal meetings with visitors, unless absolutely necessary in public interest, should be avoided.
8. Those officials whose place of residence is located in areas with restricted movement (Containment Area) need not attend till the containment zone is denotified. Necessary declaration along with photographic images of the area (perimeter) where the residence of such official is located may be sent to the Branch officer/Group officer concerned *by mail or other means of communication*. A copy of the same may also be marked to the official mail id viz. [agaeTamilnadu@cag.gov.in](mailto:agaeTamilnadu@cag.gov.in)
9. Officers and staff (including outsourced staff) shall promptly disclose to the administration if any family members, close relatives staying in same home are tested positive for incidence of COVID-19/Omicron
10. Prior permission of Competent Authority to leave the Headquarters should invariably be obtained.
11. Canteen facilities would be extended in a limited way subject to availability of staff and all officials are advised to make their own arrangements until further orders
12. The set of directives for work places issued by the Ministry of Home Affairs as part of National Directives for COVID- 19 as listed in the Annexure will be in force for strict adherence by officers and officials.
13. The instructions regarding compulsory wearing of face masks, social distancing etc., offences and penalties for violation of Preventive measures laid down in the new guidelines of Ministry of Home Affairs issued as part of the order dated 27<sup>th</sup> December 2021 are

**brought to the notice of all officials for information and strict compliance.**

**These instructions will take immediate effect and will be in force until 31<sup>st</sup> January 2022.**

**(vide orders of Accountant General A&E dated 04.01.2022)**

**Sd/-**

**Sr.Deputy Accountant General (Admn)**

**To**

**All Group officers by e-mail**

**Notice board**

**ITSC for uploading the copy of the office order in the Website of this office**