

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),**  
**JHARKHAND, RANCHI.**

O.O No. Admn (A&E)-COVID-19/19

Dated 21.05.2020

**OFFICE ORDER**

In continuation of this office O.O.No.08 dated 03.05.2020 and in accordance with the instructions communicated vide Hqrs letter No 163-Estates/11-2020 dated 18.05.2020, No. 164-Estates/11-2020 dated 19.05.2020, Government of India, Ministry of Home Affairs Order No.40-3/2020-DM-I(A) dated 17/05/2020 and DOPT OM No F. No.11013/9/2014-Estt A.III dated 18.05.2020 following orders are issued which will come into immediate effect until further orders.

- i. Office of the Principal Accountant General (A&E), Jharkhand, Ranchi shall be fully functional and all officers of the level of Deputy Accountant General and above shall attend office on all working days. The Departmental Canteen shall remain closed till further order.
- ii. In terms of Para-4 of the Headquarters' letter No 163-Estates/11-2020 dated 18.05.2020 read with Government of Jharkhand, Home, Prison & Disaster management Department Order No.626 dated 03.05.2020 (not revised thereafter), the Office shall function with **33 percent** of officers and staff attending office on every alternate day as per the roster to be prepared by the concerned Branch Officers/Sectional in-charge. Those Officers/Staff who are not required to attend office on a particular day, shall work from home as per the work assigned to them by Branch Officer/ Sectional heads and should be available on telephone and electronic means of communication.
- iii. Welfare Section shall prepare similar roster for officials and outsourced staff of Departmental Canteen and assign work to them in consultation with Sr. Accounts Officer (Welfare).
- iv. All Branch Officers/Sectional-in-charge shall ensure that the 33 percent of officers and staff who attend office, observe staggered timings as under:-
  - 1st Shift 09:00 AM to 05:30 PM
  - 2<sup>nd</sup> Shift 09:30 AM to 06:00 PM
  - 3<sup>rd</sup> Shift 10:00 AM to 06:30 PM
- v. Group Officers and other officers sitting in dedicated Chambers/Cabins shall attend office on normal working hours i.e. from 9:30 AM to 6:00 PM.
- vi. Group Officers may decide staggered timings for the personal/secretarial staff sitting in cabins and a list of such staff may be forwarded to the Administration Wing for

information.

- vii. The respective Branch Officers shall ensure minimum six feet distance (2 gaz ki doori) among their subordinate staff attending office.
- viii. Officers/ Officials who are residing in the containment zones demarcated by States/ District Administration shall not attend office and inform the same to their Controlling Officers.
- ix. Pregnant women and officials with disabilities shall be exempted from attending office and shall work from home.
- x. In terms of F.No. 11013/9/2014-Estt.A.III, Government of India, Ministry of Personnel, Public Grievances and Pensions (DoPT), dated 19.05.2020, the government servants who have underlying conditions (co-morbidities) and were undergoing treatment for these ailments before lockdown, may, as far as possible, be exempted from roster duty upon production of medical prescription from treating physician under CGHS/CS(MA) Rules, as applicable.
- xi. All officers/ officials (including outsourced staff) shall ensure strict adherence to the following National Directives for COVID-19 Management issued by Ministry of Home Affairs as mentioned below:-
  - a. Wearing of face cover is compulsory in all public and work places;
  - b. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority;
  - c. Social distancing shall be followed by all persons in public places and in transport.
  - d. Consumption of liquor, paan, gutka, tobacco etc.in public places is not allowed
  - e. Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
  - f. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc

This issues with the approval of the Principal Accountant General.

Sd/-  
**Deputy Accountant General (Admn)**