



महालेखाकार (ले एवं ह) का कार्यालय, तेलंगाना, हैदराबाद – 500004
OFFICE OF THE ACCOUNTANT GENERAL (A&E), TELANGANA,
HYDERABAD – 500 004

AG (A&E)/TS/Admn. I/U-V/COVID-19/2021-22/

Dated 12th May 2021

Office Order No. 10

In compliance to instructions from the O/o C&AG vide letter dated 5th April 2021 and in view of the complete lockdown imposed by Government of Telangana vide G.O.Ms No. 102 dated 11th May 2021 the following instructions are issued for staff of this office:

1. All Groups shall function with staff strength not exceeding 33% and the remaining staffs to work from home. Accordingly, Rosters may be modified with the approval of Group Officer concerned.
2. Officers and Officials shall carry office identity card with them to be shown to authorities while travelling during lockdown.
3. Officers and Officials who are working from home shall always be available on telephone and other electronics means of communication. They should attend office, if called for any exigency of work.
4. The Pay & Accounts Officer, Drawing & Disbursing Officer, Senior Accounts Officers, Administration/Establishment shall ensure that all necessary, important and urgent works relating to budget expenditure, including pay bills, pension bills and other office and contingent expenditures are done properly and in due time.
5. Branch officer shall issue orders allotting work to the staff such that functioning of the office does not get affected. All such orders, with approval of concerned Group Officer shall be forwarded to Administration group for official records.
6. Departmental canteen shall remain closed.
7. Officials shall adhere to COVID-19 appropriate behaviour as notified by Government of India and Government of Telangana strictly.
8. Prior permission to leave Headquarters shall be obtained from the Competent Authority.

The above instructions will be in force till 22nd May 2021 or until further orders.

This issues with the approval of Accountant General (A&E).

(Hindi version would follow)

Sd/-

Deputy Accountant General (Administration)

To:

1. All Group Officers of AG(A&E), Telangana
2. All Group Officer (Administration) of other sister offices in the campus
3. Secretary to the Accountant General (A&E)
4. All Controlling Sections
5. C-EDP to upload on Office website
6. RBA for translation.

Copy to:

1. Director General (Headquarters), O/o the Comptroller and Auditor General of India, Pocket No.9, Deendayal Upadhyaya Marg, New Delhi-110 124
2. Director General - 2 (Government Accounts), O/o the Comptroller and Auditor General of India, 10, Bahadur Shah Marg, New Delhi-110 124