



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

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Admn I/Roster/ Unlock 4.0-Mission Begin Again /66

Date: 01 .09.2020

Office Order

This is further to this office order no Admn-I/ Roster/ Unlock 3.0/48 dated 31.07.2020 based on MHA order No. 40-3/2020-DM-I(A) dated 29.07.2020 and GoM order No: DMU/2020/CR. 92/DisM-1 dated 29.07.2020. Now, based on MHA order No. 40-3/2020-DM-I(A) dated 29.08.2020 and GoM order No: DMU/2020/CR. 92/DisM-1 dated 31.08.2020 – following revised instructions are being issued:

- 1 Office shall function with 100% strength for Officers of the rank of DAG and above and 50% strength of Group A and Group B officers (Upto AAO level) and 30% strength of all other staff.
- 2 Branch Officers of each wing will draw the roster of their respective wings under approval of their Group officer as per work requirement and inform Administration section accordingly.
- 3 The respective Branch Officers shall ensure minimum six feet distance (*2 gaz ki doori*) among their subordinate staff attending office - sitting in alternate workstations.
- 4 Officers/ Officials who are residing in the containment zones demarcated by State/ District Administration shall not attend office and inform the same to their Controlling Officers.
- 5 In accordance with DoPT order F-No -110139/2014/Estt-III dated 19.05.2020 persons suffering from comorbidities are exempted from roster duty upon production of medical prescription from treating physician under CGHS/CS (MA) rules as applicable. Similarly persons with disability and pregnant women shall be exempted from attending office. They shall, however, work from home.
- 6 Officials who are working from home should be available on telephone and electronic means of communication at all times.
- 7 All officers/ officials (including outsourced staff) while attending the office shall ensure strict adherence to the following National Directives for COVID19 Management issued by Ministry of Home Affairs in office premises:
 - (i) Wearing mask/ face cover at all times.

- (ii) 'Aarogya Setu' app is installed by all the officials having compatible mobiles phones.
- (iii) Spitting and consumption of liquor, paan, gutka, tobacco etc. is prohibited.
- (iv) Provision of hand wash and sanitizer would be made at all entry and exit points and common areas in office premises. Officials may ensure utilization of the same at regular intervals.
- (v) All officers/ officials (including outsourced staff) shall ensure social distancing through adequate distance between other colleagues, staggered lunch breaks etc.
- 8 This order shall be applicable with immediate effect upto 30.09.2020 or till the instructions are revised by the competent authority whichever is earlier.
- 9 The Branch Officers to ensure adherence to the roster and the percentage of attendance as prescribed in their respective Sections. In case of shortfall in attendance, the official concerned should be directed to seek sanction of leave, as admissible. If any Branch Officer desires to adopt staggered working hours suitable proposal should be submitted to PAG through the respective Group Officer.

(Authority: Pr. Accountant General's order dated 01.09.2020)

Sd/-

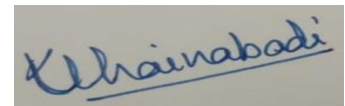
Dy. Accountant General (Admn)

Admn I/Roster/ Unlock 4.0-Mission Begin Again /139

Date: 01.09.2020

For Information and necessary action:

1. Secretary to Accountant General
2. PA to all Group Officers/Welfare Officer
3. All Branch Officers\
4. Sr. AO/Record II for displaying on Notice board
5. Sr.AO/EDP(SG) for publishing on Office website
6. Director General (GA), O/o the CAG of India, New Delhi
7. Principal Director(Headquarters) O/o the CAG of India, New Delhi
8. Principal Director(P) O/o the CAG of India, New Delhi
9. Spare Copy



Welfare Officer/I/c Admn I