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**OFFICE OF THE  
ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS),TAMIL NADU**

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Estt.1/AAO/20-21/COVID19/10

Dt. 24-6-2020

**OFFICE ORDER-45**

Sub: Preventive measures to contain the spread of COVID-19 -

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As part of measures to prevent spread of COVID19 and based on the instructions of Dept of Personnel & Training, Headquarters from time to time rosters with one third and fifty percent of staff were prepared by the respective groups instructing officials to attend duty as per the orders issued on different dates.

During the initial period of lockdown i.e., from 23<sup>rd</sup> March to 3<sup>rd</sup> April 20 some officials attached to Estt.1, Claims, PAO, OM of Administration Group, GAD and Accounts EDP were identified as essential and were instructed to attend duty. Officials attached to other groups were instructed to work from home. The office remained closed till 3<sup>rd</sup> May 20 except for a brief period of one day on 20<sup>th</sup> April and officials whose services were considered as essential as per previous orders were instructed to attend duty.

Following issue of directions to resume functions in Central Government offices the office was re opened with a roster for 33 percent of staff w.e.f. 4<sup>th</sup> May 20. Consequent on issue of further instructions the office remains fully functional from 19<sup>th</sup> May 20 with a roster of 50 percent of staff to attend on alternate days.

Based on the instructions of Headquarters No. circular No.27/Staff wing/2020 issued in No.71/Staff Estt. II/20- 2018 dt.19.06.20 and with a view to regularise the absence of officials from 23<sup>rd</sup> March 20 till the re opening of office the following instructions are issued for information and compliance.

Sl.No.	Scenario/Situation	Action to be taken	Remarks
1	Employees who were on sanctioned leave for period including 25.03.20 and leave was sanctioned prior to issue of lockdown orders (25.03.20) and the leave ended during lockdown	Deemed to have joined duty from the date of expiry of leave, subject to certifications by the controlling officer that the employee worked from	



	<p>period. This includes employees who were in duty station or were travelling outside the duty station during the leave period.</p>	<p>home as required for employee in duty station up to 03.05.20 and beyond only subject to being available for duty in office if called on 04.05.20 or thereafter. In case of leave on medical grounds subject to production of fitness certificate</p>	
2	<p>a.) Employees who were on leave prior to issue of lock down orders (25.03.20) and their leave ended on 20.03.20 but did not join duty on 23.03.20 (Monday) or 24.03.20 (Tuesday).</p> <p>b.) Employees who left duty station for the week end with due permission i.e., on 20.3.20 but did not return to duty station on 23.03.20 (Monday) or 24.03.20 (Tuesday)</p>	<p>Employees who did not join duty on 23.03.20 and 24.03.20 could strictly speaking, attract provisions of FR 17. However, considering the circumstances, such employees may be allowed to apply for leave for the entire period till they returned to their duty station and rejoined duty</p>	<p>The absence of those officials who were on leave, <b>left the duty station without permission</b> and could not report for duty on 23<sup>rd</sup> March may be regularised on a case to case basis depending upon the declaration received from such individuals.</p>
3	<p>Employees who were on sanctioned leave prior to issue of orders on lockdown (25.3.20) and their leave expiring during the lock down period but wish to curtail the leave before expiry and join duty</p>	<p>Curtailed of sanctioned leave requires approval based on official exigency, which is not normally envisaged during lock down period. Hence, curtailment of leave may not be agreed to. From the date following the date of expiry of leave, the employee may be deemed to have joined duty subject to fulfilment of other requirements based on the type of leave availed and subject to having worked from home after expiry of sanctioned leave (without</p>	<p>However, in respect of the officials who were considered as essential and drafted for duty to finalise the reconciliation of budget and other important works in the month of March 20 i.e., during lock down such</p>

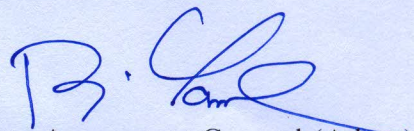


		curtailment).	curtailment shall be allowed as it was on official exigency.
4	Employees on approved official tour up to and including 25 <sup>th</sup> March and unable to return to their Headquarters in spite of best efforts	The period of absence should be treated as duty subject to working from place of stay	In respect of those officials who are forming part of Treasury Inspection parties subject to certification from the Controlling officer viz. Sr.A.O. (TM) that the employee worked from home

Headquarters is being addressed to clarify regarding regularisation of absence in respect of Officers, officials who had attended office only for a few days on the dates assigned as per the rosters w.e.f., 4<sup>th</sup> May 20 and 19<sup>th</sup> May 20 and treatment of period of self quarantine, officials stranded in foreign countries etc., Suitable instructions would be issued separately on receipt of clarification from HQ.

All Group officers and Branch officers are requested to regularise the period of absence by the officers, officials under their control on the above lines. All sections are instructed to update the events as per the above instructions after regularisation and sanction by the competent Leave sanctioning authority.

(Vide orders of Accountant General dated 23 - 06-2020)

  
Sr. Deputy Accountant General (Admin)

To

All Group officers

All Branch officers (through intra mail)

All Sections (through intra mail)

Notice Board