



कार्यालय महालेखाकार ( लेखा एवं हकदारी ), तमिलनाडु  
OFFICE OF THE ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU  
361, Anna Salai, Chennai 600 018.  
Website : www.agae.tn.nic.in. E-mail : agae@dataone.in  
IVRS Phone : 044 - 24314477, Phone : 044 - 24324500, Fax : 2432 0562



Estt.1/AAO/21-22/COVID-19/34

Dt. 07 -6-21

**OFFICE ORDER No. 44**

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

---

The Government of Tamil nadu vide G.O. Ms. No 394 Revenue and Disaster Management (DM IV) Dept. Dt.05.06.21 have extended the Complete Lock Down of activities from 6 a.m. of 7th of June to 6.a.m. of 14<sup>th</sup> of June 2021 with additional relaxations in Chennai and some other districts as part of preventive measures to contain the spread of COVID-19. Further, all Government offices in Chennai have been permitted to function with 30 percent of staff during the period of lock down.

In terms of standing instructions of Hqrs. regarding observance of orders of local Governments on preventive measures by offices of IA&AD located in their respective states and in continuation of Office order No.35 dt.29.5.21 the following instructions are issued:

1. The office will re open on 7<sup>th</sup> of June 21 with 30 percent of staff in attendance
2. All IA&AS officers shall be present and in charge of their respective groups on all working days
3. All Branch officers will also be present and in charge of their respective branches on all working days as far as possible depending upon exigencies of work
4. All controlling sections shall, with the approval of Group officers concerned, prepare a roster with 30 percent of staff (including Supervisory AAOs) in three batches to attend office for a week

commencing from 7<sup>th</sup> of June 21 and up to 11<sup>th</sup> of June 21. A copy of the roster may be furnished to Administration for records

5. The Controlling sections shall also prepare a set of duties relevant to the branch concerned and assign such duties to those officials who work from home as per the roster
6. The officials working from home should not leave Headquarters without obtaining prior permission from the Competent Authority and should be available through telephone and other electronic means of communication
7. Canteen facilities would not be available on Monday the 7<sup>th</sup> of June 21 and all officials are advised to make their own arrangements. However, efforts would be taken to provide only hot beverages subject to availability of canteen staff.
8. The set of directives for work places issued by the Ministry of Home Affairs as part of National Directives for COVID-19 from time to time and provisions of Disaster Management 2005 will be in force for strict adherence by officers and officials.

These orders will take effect from 7<sup>th</sup> of June and until further orders.

(Vide orders of Accountant General (A&E) dt. 5 -6-21)

Sd/-

Sr. Deputy Accountant General (Admn)

To

All Group officers

All Branch officers

All sections

IT Support cell – for uploading the office order in the official website

Notice board/Caretaker

Service Associations

Copy to:

Director General (Headquarters)

O/o the Comptroller and Auditor General of India

Pocket No. 9 Deen Dayal Upadhyaya Marg

New Delhi -110 124

Copy to:

Director General (Government Accounts-I)

O/o the Comptroller and Auditor General of India

Pocket No. 9 Deen Dayal Upadhyaya Marg

New Delhi -110 124