



कार्यालय महालेखाकार (लेखा एवं हकदारी), तमिलनाडु, 361, अण्णा सालै, तेनामपेट ,चेन्नै-600018

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

361, Anna Salai, Teynampet, Chennai – 600 018

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Estt.I/AAO/2020-21/COVID19/

Dt. 19/05/2020

OFFICE ORDER No. - 14

Sub: Preventive measures to contain spread of COVID19 - reg.

In pursuance of orders of the Ministry of Home Affairs, Government of India vide No. 40-3/2020-DM-I(A) dt.17.5.20 communicated by HQ vide Circular No. 163- Estates/11-2020 dt.18th May 2020 and in continuation of this office Order No.6 dated 2nd May 2020 the following further instructions are issued.

1. This office shall be fully functional with immediate effect.
2. All IA & AS Officers with the exception of those officers whose residences are located within containment area, if any, shall be present and in charge of 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. To ensure social distancing as part of "National Directives for Covid-19 Management", the Controlling sections of all functional groups shall, with the approval of Group officer concerned, prepare a roster for a month with 50 percent of staff in two batches to attend office on every alternate day with a copy marked to Admin Branch.
5. The Group officers concerned shall also ensure that the 50 percent of staff who attend office observe staggered timings as under:

1st Shift : 9 AM to 5.30 PM

2nd Shift : 9.30 AM to 6 PM

3rd Shift : 10 AM to 6.30 PM

6. The Branch officer concerned shall ensure adequate distance (minimum of 6 feet distance) among the staff attending office on a given day.
 7. The Controlling sections shall also prepare a standard set of duties relevant to the branch concerned and assign such duties to those officials who work from home as per the roster.
 8. The officials working from home should not leave Headquarters without obtaining prior permission from the Competent Authority. They should be available through telephone and other means of communication at all times.
 9. Officials with Physical disabilities, pregnant women shall be exempted from attending office and shall work from home.
 10. Those officials whose place of residence is located in areas with restricted movement (Containment Area) need not attend and necessary declaration to this effect may be sent by mail (mail id **ramadossk.tmn.ae@cag.gov.in**) or other means of communication.
 11. Canteen facilities would not be available until further orders and all officials are advised to make their own arrangements.
 12. The set of directives for work places issued by the Ministry of Home Affairs as part of National Directives for COVID- 19 as listed in the Annexure will be in force for strict adherence by officers and officials.
 13. The instructions regarding offences and penalties for violation of lockdown measures laid down and reiterated in the new guidelines of Ministry of Home Affairs issued as part of the order dated 17th May 2020 are brought to the notice of all officials for information and strict compliance.
- These instructions will take immediate effect and until further orders.

(vide orders of Accountant General dated 19/05/2020)

Sr. Deputy Accountant General (Admn)

To

All Group Officers

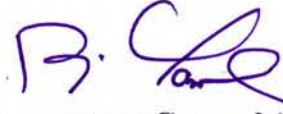
Notice Board

Data Manager for uploading the copy of the office order in the Website of this office.

Annexure to Office Order No.14 dated 19.05.2020

All officers and officials (including outsourced staff) shall ensure strict adherence to the following National Directives for COVID -19 Management issued by the Ministry of Home Affairs within the office premises:

- i) Wearing of mask/face cover at all times is compulsory.
- ii) Aarogya Setu app shall be installed by all the officials having compatible mobile phones.
- iii) Spitting and consumption of tobacco etc., is strictly prohibited.
- iv) Officials while entering the office premises will be screened using Thermal scanner and they may ensure utilisation of handwash or sanitizer made available at the entry and exit points at regular intervals.



Sr.Deputy Accountant General (Admn)