

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II, MAHARASHTRA, NAGPUR

No. HRM-I/COVID-19/09

Date: 03-07-2020

CIRCULAR

Subject:- Preventive measures to contain the spread of COVID 19.

The following instructions are issued in view of rising Covid-19 cases.

1. **Close Contacts:** There may be a chance of close contacts (family members, relatives staying in same home etc.) of officials of this office (including outsourced staff) testing positive for COVID. This is a cause of concern as such officials are at high risk of getting infected and transmitting COVID.
 - a) Such officials are directed to promptly disclose the above information to their controlling officers, failing which they shall be liable for disciplinary action.
 - b) On receipt and verification of such information, the concerned official and his / her direct high risk contacts in the office shall not be called to office and may be asked to work from home.
 - c) Such officials should monitor their health and keep their controlling officer informed about it.
 - d) In case the official does not develop any symptom, he / she will be allowed to physically attend office if required after the completion of above period.
 - e) If the official reports symptoms at the end of above period, he / she is directed to get tested for COVID and physically attend office only after testing negative.
 - f) If a close contact of an official has been tested for COVID and results are awaited, the official shall not attend office. The concerned official is allowed to physically attend only when the close contact tests negative.
2. **Station Leave:** Since use of public transport is high risk area, Station Leave will not be granted as a matter of routine. It will be granted only in exceptional circumstances. Any period of quarantine arising as a consequence of station leave will be covered by the official's leave.

Authority:- Accountant General's orders dated 03/07/2020.

Sd/-

Dy. Accountant General (Admn.)

Copy to :-

- 1) Secretary to the Accountant General
- 2) All Group Officers secretariat
- 3) Welfare Officer
- 4) All Branch Officers
- 5) Sr. Accounts Officer/L&S (4 copies for display on Notice Board)
- 6) Sr. Accounts Officer/EIS for uploading on Intranet.
- 7) All Asstt. Accounts Officers
- 8) Office order file
- 9) Spare

Sd/-

Welfare Officer/HRM-I