

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124  
No.181-Estates/11-2020  
02.07.2020

दिनांक / DATE \_\_\_\_\_

To,  
All Heads of Department in IAAD

**Sub: Preventive measures to contain the spread of COVID19.**

Madam/Sir,

Government of India, Ministry of Home Affairs' Order No.40-3/2020-DM-I(A) dated 29<sup>th</sup> June 2020 containing the guidelines for 'Unlock 2', is enclosed for information and compliance. Further, HoDs are requested to ensure compliance of the following additional instructions of the competent authority, issued in view of rising COVID19 cases in the department:

- 1. Close Contacts:** There have been numerous cases of close contacts (family members, relatives staying in same home etc.) of our officials (including outsourced staff) testing positive for COVID. This has emerged as a cause for concern as such officials are at high risk of getting infected and transmitting COVID. It is therefore, imperative upon such officials to promptly disclose the above information to their controlling officers, failing which they shall be liable for disciplinary action. On receipt and verification of such information, the concerned official and his/her direct high-risk contacts in the office should immediately be asked to work from home for a period as deemed fit by the HoD, but not exceeding one week. Such officials may be asked to monitor their health and keep their controlling officer informed about it. In case, the official does not develop any symptom, he/she may be allowed to physically attend office after the above period. If the official reports symptoms at the end of above period, he/she may be directed to get tested for COVID and physically attend office only after testing negative.

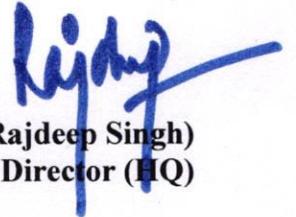
If a close contact of an official has been tested for COVID and results are awaited, the official may be directed to work from home immediately. The concerned official may be allowed to physically attend only when the close contact tests negative.

- 2. Public Transport:** Use of public transport has emerged as a cause for concern. Controlling officers should be aware of officials who use public transport for commuting to office, and critically assess whether they really need to come to the office. As far as possible, such officials should be discouraged from physically attending office and should be encouraged to work from home. This aspect may be kept in view while preparing attendance rosters. If physical attendance of such officials on a given day is absolutely critical, controlling officers may make alternative transport arrangements like pooling of vehicles or provide official transport for commuting to office, to the extent possible.
- 3. Station Leave:** Since use of public transport is a high-risk area, Station Leave should not be granted as a matter of routine, and must be granted only in exceptional circumstances. Any period of quarantine arising as a consequence of station leave shall have to be covered by the official's leave.
- 4. Communication:** Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible. As far as possible, physical movement of files within the office and postal correspondence with other offices should be minimized. All officials should be advised to work electronically. HoDs should address (through electronic means) their staff/key personnel at least once in a month. It is important to maintain open lines of communication, and help them manage stress and anxiety.
- 5. Departmental Canteens:** References have been received from several offices seeking clarification regarding re-opening of Departmental Canteens/Tiffin Rooms in IA&AD, which are closed w.e.f. 20.04.2020 in accordance with DoPT's directives. It is informed that the matter was taken up with DoPT by headquarter office. In its response, DoPT has stated that opening of Departmental Canteens may lead to violation of social distancing norms, and hence the closure orders must be complied with. Therefore, Departmental Canteens/Tiffin Rooms in the offices of IA&AD will remain closed until further orders.
- 6. Extant instructions:** While abundant precaution and prompt action is needed on detection of a COVID positive official in the office, at the same time it is necessary to follow relevant instructions issued by GoI/State Government/Local Authorities. It has

been observed that HoDs are closing entire office building/premises/campus for day(s) on detection of COVID positive employee. In this regard, HoDs are directed to strictly adhere to SOP issued (4<sup>th</sup> June 2020) by MoHFW and to any other direction(s) issued by local authorities. Para-6 of the SOP of MoHFW clearly states that closure of workplace for 48 hours is to be done only in case of large outbreak and not where there are only one or two cases reported. It is reiterated that closure of workplace, disinfection and management of contacts should be done strictly in accordance with the above instructions and protocols laid down by local authorities.

Encl: As above.

Yours faithfully,



**(Rajdeep Singh)**  
**Principal Director (HQ)**