

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. 286-Estates/11-2020

दिनांक / DATE 09/10/2020

To,

All Heads of Department in IA&AD

Sub: Preventive measures to contain the spread of COVID19 – Regulation of Attendance.

Madam/Sir,

I. Please find enclosed a copy of Department of Personnel and Training (DoPT), Ministry of Personnel, Public Grievances and Pensions OM F.No.11013/9/2014-Estt.A.III dated 07.10.2020 on the subject for information and compliance.

II. In view of the above orders issued by the DoPT, and in supersession of earlier Headquarters' instructions issued regarding regulating attendance in IA&AD offices (vide Headquarter Office Circulars No. 163 – Estates/11-2020 dated 18.05.2020 and 164 – Estates/11-2020 dated 19.05.2020 and 181 – Estates/11-2020 dated 02.07.2020), following additional instructions are issued.

1. All officers of the level of DAG/Dy. Director and above shall attend office on all working days.
2. As regards officers and staff below the level of DAG/Dy. Director (including outsourced staff), at least 50 percent of attendance is to be ensured. The Heads of Department in IA&AD may mandate attendance of more than 50 percent, if required in public interest, while strictly ensuring that social distancing is maintained under all circumstances.
3. All Heads of the Department shall ensure that officers and staff who attend office observe staggered timings to avoid over-crowding in offices/work places as below;

9:00 AM to 5.30 PM

10 AM to 6.30 PM

4. All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
5. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times. HoDs may assign suitable work to officials working from home.
6. Persons with Disabilities and Pregnant women employees shall work from home till further orders.
7. Station Leave should not be granted as a matter of routine, and must be granted only in exceptional circumstances. However, if an officer/official has to leave station for unavoidable reasons, she/he will observe self isolation/home quarantine, after returning to the station of her/his Headquarters. The period of such self isolation/home quarantine shall be as per guidelines issued by the State Government/UT Administration and/or the concerned local authorities.
8. 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 one in a month. It is important to maintain open lines of communication, and help them manage stress and anxiety.
9. Departmental Canteens/Tiffin Rooms in the offices of IA&AD will remain closed until further orders.
10. The Standard Operating Procedure (SOP) on preventive measures to contain the spread of COVID-19 in workplace settings, issued on 04.06.2020 by the Government of India, Ministry of Health and Family Welfare (MoHFW) shall be followed scrupulously in all respect.
11. Officers and staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID1-19, shall promptly disclose such information to their controlling officers, failing which they shall be liable for disciplinary

action. In this connection, reference is invited to the Headquarters' circular No.181-Estates/11-2020 dated 02.07.2020 (copy enclosed) wherein it was mandated that such officials should be asked to work from home for a period not exceeding one week. The matter has since been reviewed and in supersession of this order, it has been decided that such officials shall be treated as 'high-risk contacts' and shall be asked to work from home for a period of 14 days as per the SOP *ibid* issued by the MoHFW on 04.06.2020.

12. Heads of Departments shall also ensure that the 'National Directives for the Covid-19 Management', which include instructions issued for regular sanitization/ cleaning of working places, maintenance of social distancing norms, wearing of masks etc. are strictly complied with. It may also be strictly ensured that there is no crowding in the corridors. As far as possible the practice of Work from Home (WFH) should be followed.

13. Heads of Department in field offices shall ensure that officers/officials visiting CAG's Office for unavoidable reasons get their Tour Programme approved from concerned Headquarters' Wings in CAG's office in advance. Such tour programme should specifically mention the names of Wings/ Officers the touring officer/ official is required to visit in Headquarters' office. Copies of Tour Programme should be sent to GS Wing in Headquarters through email to saogs@cag.gov.in in advance. Touring officers/officials should avoid visiting any other Wings/ Officers during their stay in CAG's office.

III. Above instructions shall be in force with immediate effect and until further orders. Biometric attendance shall continue to be suspended and physical attendance registers shall be maintained until further orders. The Heads of the Department may kindly ensure strict compliance of these instructions.

IV. A copy of the order issued in Headquarters in this regard is enclosed for ready reference and guidance.

Encl: As above.

Yours faithfully,

sd/-

(Gurveen Sidhu)
Director General (HQ)