



महालेखाकार (ले एवं ह) का कार्यालय, तेलंगाना, हैदराबाद – 500004

OFFICE OF THE ACCOUNTANT GENERAL (A&E)

TELANGANA, HYDERABAD – 500 004

AG (A&E)/TS/Admn. I/U-I/COVID-19/2020-21/

Dated 7<sup>th</sup> May 2020

**Office Order No.2**

Sub: Preventive measures to contain the spread of COVID-19 – observance of extended lockdown up to 29.05.2020 and resumption of functions– Reg.

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In continuation to Office Order No. 01 dated 20.04.2020 with regard to measures to be taken to contain the spread of COVID-19, and wherein the entire staff of the office of the Accountant General (A&E), Telangana, Hyderabad, were asked to work from home till 07.05.2020 in view of the stringent lockdown measures taken by the Government of Telangana and decided to not allow additional activities permitted from 20<sup>th</sup> April 2020 by the Government of India, and in terms of instructions issued vide Headquarters Circular No. 153-Estates/11-2020 dated 2.05.2020 read with Ministry of Home Affairs Order No. 40-3/2020-DM-I (A) dated 01.05.2020 and new guidelines on the measures to be taken by the Ministries/ Departments of Govt. of India for containment of COVID - 19 in the country for the extended period of National Lockdown for a further period of two weeks with effect from 4.05.2020 the with regard to resumption of limited operations from 04.05.2020, and *pursuant to the further directions issued by Government of Telangana while further extending the lockdown period up to 29.05.2020*, the following instructions are issued:

1. The office shall function with 100% attendance of DAGs and above officers.
2. Staff (Group A, B & C) up to 33% of Persons-in- Position shall attend the office as per the requirement of work. While deciding the number and names of the staff members who would attend office during the period, the following instructions may be kept in view:
  - i. With the approval of Group Officer, Branch Officers of all Coordination Sections shall prepare roster and list of staff who would be required to attend the office on any particular day;
  - ii. The number of staff members attending office on a given day should not exceed 33% of Persons-in- Position;
  - iii. Persons with co-morbidities and pregnant women may be encouraged to work from home;
  - iv. No official living in the containment zone shall attend office;

- v. Officers and Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
3. All officers and officials while attending the office must wear protective face mask and carry Office ID at all times. All are requested to follow hygienic procedures on reaching back home from the office to ensure the safety of self and family.
4. Use of *Aarogya Setu* App shall be mandatory for all employees;
5. ***In compliance with Hqrs. Circular No. 153-Estates/11-2020 dated 2.05.2020 this office is coordinating with Local Administrative Authorities of Telangana State Government with regard to compliance of orders on implementing lockdown in the state.***
6. All officers and officials shall have to strictly observe the restrictions imposed on individual movements besides complying with the COVID-19 related health advisories being issued by Government of India and Government of Telangana from time to time.
7. ***All Staff members should adhere to the instructions, contained in National Directives for COVID - 19 Management, Offences and Penalties for violation of Lockdown measures, issued by Government of India (Annexed to MHA OM dated 01.05.2020)***
8. ***This Office Order may be treated as Duty Pass to be produced before the concerned authorities of State Government (viz. Police, GHMC).***

These orders shall come into effect from 8<sup>th</sup> May 2020 and remain applicable till 29<sup>th</sup> May 2020 or until further orders, whichever is earlier.

This issues with the approval of the Accountant General.

**(AKHIL.S)**  
**Deputy Accountant General (Admn.)**

To:

1. All Staff members of the office.
2. C-EDP to upload on Office website

Copy to:

1. The Director General (GA) O/o Comptroller and Auditor General of India, Pocket 9, Deendayal Upadhy Marg, New Delhi -110124 – for information.
2. Principal Director (HQ), O/o Comptroller and Auditor General of India, Pocket 9, Deendayal Upadhy Marg, New Delhi 110124 – for information.