



सं/No/प्रशासन/AdmnIV/COVID 19/2020-21

दिनांक/Dated: 03.09.2020

परिपत्र / CIRCULAR

In view of the instructions contained in Headquarters Circular letter No. 181-Estates/11-2020 dated 02.07.2020, SOP dated 04.06.2020 of Ministry of Health & Family Welfare on preventive measures to contain spread of COVID-19 in offices, DoPT Office Memorandum dated 17.03.2020 and the guidelines for phased re-opening contained in Government of India, Ministry of Home Affairs Orders, the following directives are issued for information and strict compliance by all officers and staff :

- i. Officials (including outsourced staff) who have had close contact with persons (family members, relatives staying in same home etc.) tested positive for COVID 19, should promptly disclose the above information to their controlling officers, failing which they shall be liable for disciplinary action. Such officials and their direct high-risk contacts in the office should not attend office and should work from home for one week. Such officials should monitor their health and keep their controlling officer informed about it. In case, the official does not develop any symptom within one week, he/she will be allowed to physically attend office after that period. If the official reports symptoms at the end of above period, he/she should get tested for COVID and should 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 should work from home and should physically attend the office only when the close contact tests negative.
- ii. As 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. **List of such officials who use public transport regularly to commute to office may be furnished by 11.09.2020**, to Administration Section, by Controlling Sections of the respective wings through Group Officer concerned.
- iii. Station Leave should not be granted as a matter of routine, and must be granted only in exceptional circumstances since use of public transport is a high-risk area. **Any period of quarantine arising as a consequence of station leave shall have to be covered by the official's leave.**

- iv. The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- v. It is reiterated that that any officer or staff residing in containment zone should inform the same via email to their supervisory officer and not attend the office till containment zone is denotified. On rejoining duty, they will intimate the actual period of containment, alongwith necessary proof, to the leave sanctioning authority and obtain necessary sanction for treating the period of absence from duty in office as 'Work from Home'. Necessary entries in this regard shall be made in the Attendance Register also. **The period under Containment Zone will be treated as 'Work from Home' only if the official regularly commutes to office from the residence falling in the Containment Zone. In all other cases, the period of absence under Containment Zone will be treated as leave.**

(प्रधान महालेखाकार के दिनांक 01.09.2020 के आदेशानुसार)

(Vide orders dated 01.09.2020 of Principal Accountant General)



वरिष्ठ लेखा अधिकारी (प्रशासन)
Senior Accounts Officer (Admn)

प्रतिलिपि/Copy to:-

1. प्रधान/ शाखा कार्यालयों के सभी ग्रुप अधिकारी/शाखा अधिकारी
All Group Officers /Branch Officers of Main Office/Branch Offices
2. प्रधान महालेखाकार के सचिव
Secretary to PAG
3. प्रधान/शाखा कार्यालयों के सभी अनुभाग
All sections of Main Office/Branch Offices
4. सूचना पट्ट/ कार्यालय इंटरनेट
Notice Board/Office Intranet