



प्रधान महालेखाकार (ले व ह) का कार्यालय, केरल, तिरुवनंतपुरम  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(A&E), KERALA, THIRUVANANTHAPURAM



सं/No/प्रशासन/AdmnIV/COVID 19/2020-21

दिनांक/Dated: 12.06.2020

परिपत्र / CIRCULAR

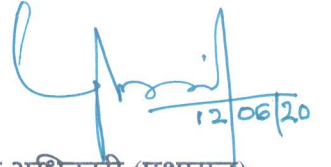
In view of the directions contained in Headquarters Circular letter No. 172- Estates/11-2020 dated 10.06.2020 and the additional directives contained in Government of India, Ministry of Home Affairs Order No. 40-3/2020-DM-1(A) dated 30th May 2020/ DoPT OM No. 11013/9/2014-EsttAll dated 5th June 2020 and the Standard Operating Procedures issued by the Ministry of Health & Family Affairs on 04.06.2020 to prevent/limit the spread of COVID 19 infection in work places, the following instructions are issued for information and strict compliance by all officers and staff.

- i. Only asymptomatic staff/visitors will be allowed inside office premises.
- ii. Face cover/masks are mandatory and should be worn at all times inside the office premises
- iii. Distance of 1 mtr. shall be maintained while sitting or walking. Visitors' chairs in the cabins of the officers shall accordingly be placed keeping the norms of social distancing
- iv. Loitering and crowding in corridors should be avoided strictly.
- v. Gathering of more than 5 persons at any place inside the office premises is strictly prohibited.
- vi. Practice frequent hand washing with soap even when hands are not visibly dirty and use alcohol-based sanitizers wherever feasible.
- vii. Respiratory etiquettes involving strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly, to be strictly followed.
- viii. Spitting is strictly prohibited.
- ix. Meetings, as far as possible, may be organized through video conferences only.
- x. All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem, and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.

- xi. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any frontline work requiring direct contact with the public.
- xii. All employees should try and use stairs as far as possible except those who may have problems using the stairs. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xiii. Frequently touched places such as electric switches, door knobs, elevator buttons, hand rails, washroom fixtures etc. shall be cleaned frequently (using 1% sodium hypochloride). Officers/staff are also advised to clean their personal equipment like keyboards, mouse, phones, AC remotes etc. by themselves by using any ethanol based disinfectant frequently.
- xiv. The persons who have given their samples for testing for COVID-19, should immediately inform Administration and should not come to office till the result is available.
- xv. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff will be permitted to work from home and it will not be counted as leave period.

All Officers/staff are advised to strictly adhere to the practices of social distancing norms and health & hygiene practices, as enunciated above, for the functioning of the office in the most efficient manner.

This issues with the approval 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