



महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

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Circular

Sub: Committee for monitoring and implementation of preventive measures

In our constant endeavour to safeguard our workplace and personnel from the spread of COVID19, every effort has been made and being made by our administration and welfare, in the light of directives governing workplace practices issued by Ministry of Home affairs. Thermal screening, sanitization, hand wash facilities have been put in place. Clear cut systems have been put place for dak receipt and despatch. In order to have fullest control at entry point, the entry to our office (both for staff and Officers) has been strictly restricted through gate no.1 and CPWD has been informed accordingly. All officials are hereby informed that they may take entry to office through gate no.1 only

As preventive measures are requiring constant, continued monitoring with every detailing and, as it is beyond the capacity of **one controlling section due to staggered working**, the AG has constituted "Monitoring and implementation **Committee for compliance to preventive measures**" as below, to ensure effective monitoring and strict compliance of all the preventive measures.

The monitoring committee as below should get functional with immediate effect

Sr. No.	Name of the official	Designation
1	Ms. Kaiser Khairabadi	Welfare officer
2	Ms. Shobana Pithamber	Sr. Accounts Officer, R-II
3.	Shri Hemant Raut	Sr. Accountant
4	Shri Sameer Mungekar	Welfare Assistant
5	Two additional overseeing members to be nominated by WO and SAO_RII	Atleast one at SAO/AAO level from the roster of everyday plus one facilitating member at staff level

As the monitoring committee may not be available on everyday due to staggered working (15%), the monitoring committee should nominate two additional overseeing members on daily basis, based on roster availability- consisting of atleast one SAO/AAO and one facilitating member at staff level and intimate them accordingly. The role and duties of the Monitoring Committee will include:

1. Ensuring that staff wear face masks in the office compulsorily.
2. Social distancing is observed at all the places in the office.
3. Ensuring that thermal scanning is done at our entry point for every staff and visitor
4. Sanitizer is made available at all the entry points, at frequent intervals in the corridors of our office.
5. Hand washing facility is invariably made available in wash rooms to the office.
6. Regular Sanitization of the entire workplace everyday including all common facilities and all points, which come into human contact, like door handles etc. through house keeping staff.
7. Ensuring that no unauthorized visitors enter the office.
8. Ensuring that Arogya Setu app is installed by entire office staff.
9. Guiding security staff to handle visitors and also ensure safety measures for dak receipt and despatch as per circular of SAO-Record -II section. To the maximum possible extent visitors should be dissuaded, unless inevitable.
10. Check if entry through gate no.1 by both staff and visitors, is maintained.
11. All extra access points to second floor and our PF wing in ground floor is temporarily closed.
12. Ensure that entry to second floor is through the main entrance only and that all other multiple entry points are kept closed and opened need based and strict vigil is kept from entry of outsiders. Due care should also be taken for ensuring that the above measures are in place at our PF wings situated in ground floor.

The Monitoring committee heads consisting of Welfare Officer and SAO-R-II, may ensure compliance of the instructions above and bring details of compliance, to the notice of DAG-Admin on weekly basis. **The Welfare officer and SAO-R-II are directly to work in complete coordination in the entire process and furnish joint weekly reports.**

Further, staff members can inform monitoring committee / overseeing members of suggestions - if any, for remedial action required.

Dy. Accountant General (Admn).

1. PS to PAG.
2. PA to DAG/Sr.DAG.
3. Office website.
4. Notice board.
5. All staff.