



N0. ADMN/A&E/MIS/COVID-19/2019-20/ **Order No. 31** Dated Kohima, the 3rd July, 2020

OFFICE ORDER

In compliance to the Comptroller & Auditor General of India Letter No.181-Estates/11-2020 dated 02.07.2020, regarding Preventive measures to contain the spread of COVID-19 along with guidelines for Unlock-2, Ministry of Home Affairs Order No.40-3/2020-DM-1(A) dated 29.06.2020, regarding to re-open more activities in a calibrated manner, in areas outside the Containment Zones and to extend the lock down in Containment Zone up to 31.07.2020, Govt. of Nagaland Order No. CSO/GAB-I/COM/GEN-I/2020 dated 29th June, 2020, which ordered that all the existing guidelines with regard to the lockdown in all parts of the State issued vide order of even number dated 04.05.2020, subject to relaxation vide order dated 10th June, 2020 and dated 20th June, 2020 shall continue to remain operative in Nagaland till 15th July,2020, and in continuation of this office Order No.14 dated 02.06.2020, the Office of the Principal Accountant General (A&E) shall continue to remain fully functional until further orders, with following additional instructions.

2. If any, officials tested positive due to close contacts (family members, relatives staying in same home etc.), such officials are directed to promptly disclose the information to their respective sectional in charge/BO / Administration failing which such officials shall be liable for disciplinary action.
3. Officials who do not have their own conveyance may utilise the Bus service provided by the office.
4. No station leave permission shall be granted as a matter of routine. The same will be granted only in exceptional circumstances. Any period of quarantine arising as a consequence of station leave shall have to covered by the official's leave.
5. Physical meetings/discussions/ consultations in the office premises should be avoided to the extent possible. Physical movement of files within the office and postal correspondence with other offices should be minimized. All officials are advised to work electronically as far as possible.
6. Annexure-I in regard to National Directives for COVID-19 issued vide the Ministry of Home Affairs Order No.40-3/2020-DM-1(A) dated 29.06.2020 is enclosed for strict compliance.
7. All the officers/officials (including outsourced staff) below the level of Branch officers of this office shall attend office on every alternate day as per the duty roster enclosed in Annexure-I & II, till 15-07-2020.
8. Further, the regulations/instructions issued by this office vide Order No.14 under N0. ADMN/A&E/MIS/COVID-19/2019-20/ dated 02.06.2020, shall be continued until further orders. The same is to be strictly followed by all the officers/officials.
9. All officers and staff shall attend office and shall strictly follow all the instructions/orders of the Government, as violation of the lockdown orders would be taken as offence punishable under section 188 of the Indian Penal Code and shall attract action under Section 51 to 60 of the Disaster Management Act 2005.

3/7/2020


Deputy Accountant General (A&E)

National Directives for COVID-19 Management

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (*2 gaz ki doori*) in public places.
Shops will ensure physical distancing among customers.
3. **Gatherings:** Large public gatherings/ congregations continue to remain prohibited.
Marriage related gatherings : Number of guests not to exceed 50.
Funeral/ last rites related gatherings : Number of persons not to exceed 20.
4. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.
5. **Consumption of liquor, paan, gutka, tobacco etc.** in public places is prohibited.

Additional directives for Work Places

6. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
7. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
8. **Screening & hygiene:** Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
9. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
10. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.


29/6/2020

ANNEXURE-I

**DUTY ROASTER OF OFFICERS AND STAFF TO ATTEND
ALTERNATE WORKING DAYS (6th, 8th,10th, 14th JULY 2020, OF
THE OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
NAGALAND, KOHIMA**

Sl.No.	Name of Official	Designation	Section
1	Shri Joseph K A	Sr. AO	Pension
2	Shri Akum Chuba	Sr. AO	Admn
3	Shri Arup Roy	Sr.AO	GE
4	Shri Ashim Kr. Dey	Sr.AO	Finance
5	Shri Shaji K	Sr. AO	Book
6	Shri Steephen G	AAO	Admn
7	Shri Kapminthang	AAO	PAO
8	Shri Chonbenthung	AAO	Pension
9	Shri Swapan Paul	AAO	Book
10	Shri Thanggou	AAO	Finance
11	Shri Kholi Sani	AAO	GE -2
12	Shri Lalruotlien Zote	AAO	PF 1 ,
13	Shri Santhosh Rai	AAO	VLC 1
14	Shri Lovejoy Thangjom	AAO	TM
15	Shri Nitish Kumar	AAO	VLC 2
16	Shri Snajoy Bhattacharjee	AAO	AC
17	Shri Soumitra Roy	AAO	GE 1
18	Smti Tingliankim	Sr.Acctt	AC
19	Smti Vikepeu Tseikhanuo	Sr.Acctt	Admn
20	Shri S.L.Y. Shangne	Sr.Acctt	Admn
21	Shri Vinit Kumar	DEO	Admn
22	Shri Ajay Singh Lama	CT	Admn
23	Shri Ketho Kintso	MTS	Admn
24	Shri Katiwaba Longchar	Sr.Acctt	Admn
25	Shri Biju Khawas	Sr.Acctt	Book
26	Shri Ngonosa Ltu	Sr.Acctt	Book
27	Smti Pabitra Chetri	Sr.Acctt	Book
28	Smti Pauneikim	Sr.Acctt	Receipt
29	Smti Lamkim DOUNGEL	Sr.Acctt	Despatch
30	Shri Bipul Chandra Das	Sr.Acctt	FA cell
31	Shri Chara Solomon	Sr. Acctt	GE-I
32	Smti Kesosunu Kuotso	Sr.Acctt	GE-I
33	Smti K. HESHA	Sr.Acctt	GE-I
34	Shri R.P. Lanee Raih	Sr.Acctt	GE-I
35	Smti K. Agnes	Sr. Acctt	GE-I
36	Shri Subrata Sinha	Sr.Acctt	GE-I
37	Shri Tingneimang	Sr. Acctt	GE-2
38	Shri S.D. Phimu	Sr.Acctt	GE-2
39	Shri Anup Chowdhury	Sr.Acctt	ITA
40	Shri Chubatemsu	Sr.Acctt	L&D
41	Shri Samir Baidya	Sr.Acctt	L&D
42	Smti Maongla Longkumar	Sr.Acctt	L&D
43	Shri N. DOUNGEL	DEO	PAO
44	Smti Baby Jammes	Sr.Acctt	PAO
45	Shri Gautam Kr. Bhowmick	Sr.Acctt	Pension
46	Smti Nokule Angami	Sr. Acctt	Pension

47	Smti Ivy Zingkhai	Sr.Acctt	Pension
48	Shri Sujeet Kumar	DEO	Pension
49	Shri Arjun Pandit	MTS	Pension
50	Smti Hrushu Pfozua	Sr.Acctt	PF Cell
51	Shri Pradip Kumar Lama	Sr. Acctt	PF-I
52	Shri Yibomo Odyuo	Sr. Acctt	PF-I
53	Smti Renu Doinsy	Sr. Acctt	PF-I
54	Smti Meena Banerjee	MTS	PF-I
55	Shri Rabindra Acharjee	Sr.Acctt.	PF-II
56	Shri Loso Pfokehrii	Sr. Acctt	PF-II
57	Shri R. K.Mahajan	Sr.Acctt	PF-II
58	Shri Kamei Kadipu	Sr.Acctt	TM
59	Smti Adaphro Juliana	Sr. Acctt	VLC-I
60	Shri Biswajit Paul	Sr.Acctt	VLC-I
61	Shri Athishu Anthony	Acctt	VLC-I
62	Shri Saurabh Singh	DEO	VLC-I
63	Shri Vishnu Dutt	DEO	VLC-I
64	Smti Vilabenuo Angami	Sr.Acctt	VLC-II
65	Smti S. Adaphro	Sr. Acctt	VLC-II
66	Shri Shibu Kumar Biswas	Sr. Acctt	VLC-II
67	Shri Khamsongolian	Sr.Acctt	VLC-II
68	Shri D. A. Dominic	Sr. Acctt	VLC-II
69	Shri Arjun Kumar	DEO	VLC-II
70	Shri Sharwan Kumar	DEO	VLC-II
71	Shri Shankar Kumar	DEO	VLC-II
72	Shri Lalminthang Hangsing	Sr.Acctt	WM
73	Shri T. Guite	Sr. Acctt	DAG cell
74	Shri Impoti	Sr. Acctt	DAG cell
75	Shri Krishna Jakhar	Steno	PAG Sectt
76	Shri Ram Bahadur Thapa	MTS	PAG Sectt
77	Shri Rahul Alem	MTS	DAG cell

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ANNEXUR- II

**DUTY ROASTER OF OFFICERS AND STAFF TO ATTEND ALTERNATE
WORKING DAYS (7th, 9th, 13th and 15th July 2020, OF THE OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A&E), NAGALAND, KOHIMA**

Sl.No.	Name of Official	Designation	Section
1	Shri Joseph K A	Sr. AO	Pension
2	Shri Akum Chuba	Sr. AO	Admn
3	Shri Arup Roy	Sr. AO	GE
4	Shri Ashim Kr. Dey	Sr. AO	Finance
5	Shri Shaji K	Sr. AO	Book
6	Shri Steephen G	AAO	ADMN
7	Shri Nitish Kumaar	AAO	VLC-II
8	Shri Santosh Rai	AAO	VLC-I
9	Shri Swapan Paul	AAO	Book
10	Shri Thanggou	AAO	Finance
11	Shri Sanjoy Bhattacharjee	AAO	AC
12	Shri Kapminthang	AAO	PAO
13	Shri Soumitra Roy	AAO	GE-I
14	Shri Shem Shpuni Koh	AAO	PF-II
15	Shri Chonbenthung Ovung	AAO	Pension
16	Smti Devi Gurung	Sr. Acctt	AC
17	Shri Premkumar Chetri	Sr. Acctt	Hindi cell
18	Shri Dilip Kumar Jha	Sr. Acctt	Admn
19	Shri Vizayie Lcho	Sr. Acctt	Admn
20	Shri Tom Tom Lunglai	CT	Admn
21	Smti Nuksungnaro	CT	Admn
22	Smti Chubala Yanthan	MTS	Admn
23	Smti Yatuonuo Chara	MTS	Admn
24	Shri Subrata Bhowmick	Sr. Acctt	Book
25	Smti Nengneichong	Sr. Acctt	Book
26	Shri Bimal Ch Pandit	MTS	Book
27	Shri Rahul Alam	MTS	DAG cell
28	Shri Md. Fazir Uddin Ali	Sr. Acctt	Despach
29	Smti Shantimala Vashum	Sr. Acctt	Receipt
30	Shri Bipul Chandra Das	Sr. Acctt	Finance cell
31	Shri T. Neingolo Koza	MTS	Finance cell
32	Shri Letkhokam Kipgen	Sr. Acctt	GE-I
33	Shri Imti Wapang	Sr. Acctt	GE-I
34	Smti Rosamma Joseph	Sr. Acctt	GE-I
35	Smti Nisa Vergina	Sr. Acctt	GE-II
36	Smti A. Katia Mary	Sr. Acctt	GE-II
37	Smti Ruokuozeu Metha	Sr. Acctt	GE-II
38	Smti K. Heni	Sr. Acctt	ITA
39	Shri Nirmal Dhar	Sr. Acctt	L&D
40	Shri Ramesh Kumar	Sr. Acctt	L&D
41	Shri Ngulminlen Doungel	DEO	PAO
42	Smti Saniro Angami	MTS	PAO
43	Smti P. T. Sujatha	Sr. Acctt	Pension
44	Shri Mashasho Leisan	Sr. Acctt	Pension
45	Shri Khole Sam	AAO	GE-II / L+D.
46	Smti Zachano Ngullie	Sr. Acctt	Pension
47	Shri Kuldeep Singh	DEO	Pension
48	Shri Kaikho Arche	Sr. Acctt	Pension
49	Shri Tapan Kumar Dey	Sr. Acctt	PF Cell

50	Shri Ibomcha Singh	Sr. Acctt	PF-I
51	Smti K Henia	Sr.Acctt	PF-I
52	Smti T. Amenla	Sr.Acctt	PF-I
53	Smti Losu Saza	Sr.Acctt	PF-II
54	Shri K Lungshinglung	Sr. Acctt	PF-II
55	Shri Bendangsunep Jamir	Sr.Acctt	PF-II
56	Shri Areb AO	Sr.Acctt	VLC-I
57	Shri Suresh Kumar P T	Sr. Acctt	VLC-I
58	Shri Kh.Laljem Vaiphei	Sr.Acctt	VLC-I
59	Shri Ravi Pratap Yadav	DEO	VLC-I
60	Shri D. A. Dominic	Sr.Acctt	VLC-II
61	Shri Shibu Kr. BiswaS	Sr.Acctt	VLC-II
62	Shri Jacob Lalhlimpaia	Sr. Acctt	VLC-II
63	Shri Parmod	Acctt	VLC-II
64	Shri T. Yabang	Sr. Acctt	VLC-II
65	Smti Vilabenuo	Sr. Acctt	VLC-II
66	Shri Arjun Kumar	Sr. Acctt	VLC-II
67	Shri Kham songolian	Sr. Acctt	VLC-II
68	Smti Adhapro	Sr.Acctt	VLC-II
69	Shri Ramesh Kr. Rai	MTS	VLC-II
70	Shri Kaikhenmung Tombing	Sr.Acctt	WM
71	Shri T. Guite	Sr. Acctt	DAG cell
72	Shri Impoti	Sr. Acctt	DAG cell
73	Shri Krishna Jakhar	Steno	PAG Sectt
74	Shri Ram Bahadur Thapa	MTS	PAG Sectt

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