

**F. No. MF.CGA/NB/ADMN/2019-20/2002**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE**  
**O/o CONTROLLER GENERAL OF ACCOUNTS**

Dated: 16.04.2020

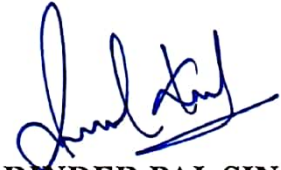
**OFFICE ORDER**

Reference is invited to Office Order No. MF.CGA/NB/ADMN/2019-20/1656-1674 dated 11.02.2020, wherein officers of O/o CGA were designated for regular assessment of various floors of Mahalekha Niyantak Bhawan to ensure an effective and work clean environment and close monitoring of all the floors and common area.

In the wake of spread of COVID 19 EPIDEMIC, M/o Home Affairs vide order No. 40-3/2020-DM-I(A) dated 15.04.2020 has issued revised guidelines which will come into effect from 20<sup>th</sup> April, 2020. As per the consolidated revised guidelines Ministries and Departments and offices under their control are to be functional with 100% attendance of Deputy Secretary and above level officers. Remaining officers and staff shall attend up to 33% as per requirement.

In view of above, the officers designated for floor-wise assessment of hygiene and cleaning of Mahalekha Niyantak Bhawan shall take care to ensure cleanliness of their respective floor regularly w.e.f. 17.04.2020. The officers may take every steps necessary for this purpose and issue directions to cleaning staff as required. They may contract Administration Section for any issue related to sanitisation /cleaning/material etc..

Since Coronavirus Disease 2019 (COVID – 19) is also spread through contaminated surfaces/ objects, the above instruction may be strictly adhered to for proper maintenance of cleanliness and hygiene in Mahalekha Niyantak Bhawan.



**(NARINDER PAL SINGH)**  
**Asstt. Controller General of Accounts (Admn)**

To,

1. Shri Rahul Butola, Sr.AO (DAMA)
2. Shri Pradeep Kumar Deshmukh, Sr.AO (ITD)
3. Smt. G. Sreepriya, Sr. AO (Appropriation Accounts)
4. Shri Tarun Agnihotri, AAO (Finance Accounts)
5. Shri N.S. Negi, Sr. AO (ITD)
6. Smt. Taranjit Kaur, AAO (GBA)
7. Shri Suresh Kumar Gupta, Sr. AO (IAD)
8. Shri Arvind Bahukhandi, AAO (Gr.A)
9. Smt. Seema, Sr. AO (ITD)
10. Shri Devender Kumar, AAO (ITD)
11. Shri Mukesh, AAO (ITD)
12. Shri Kailash Yadav, PPS
13. Smt. Arvinder Chernalia, PS
14. Caretaker, O/o CGA
15. Supervisor (Housekeeping staff)

**Copy to:-**

1. PS to CGA/Addl. CGAs/Jt. CGAs
2. Dy. CGAs, ACGA, ACAs
3. Notice Board