



महालेखाकार का कार्यालय( लेखा एवं हक), त्रिपुरा, अगरतला

Office of the Accountant General (A&E),  
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No. Legal/1-32/Covid-19/2020-21/

Dated: 08/01/2021

**Report of Nodal Officer on restraintment from Pandemic Covid-19**

As per order of the Sr. Dy. Accountant General dated 16/06/2020 at P/3<sup>N</sup> in the file bearing No. Rec(Legal)/A&E/Covid-19/2020-21, the undersigned has been nominated as “Nodal Officer” to monitor the implementation of guidelines dated 04/06/2020 issued by the Ministry of Health & Family Welfare. Sri Pradip Karmakar, Welfare Assistant has also been assigned to help in monitoring the said guidelines.

Accordingly, inspection of the office premises was carried-out by the said Nodal Officer on 17/06/2020 & 26/08/2020. Report thereof were submitted to Sr. DAG and in turn the same was approved by the Accountant General on 24/06/2020 and Pr. Accountant General on 26/08/2020.

The above reports of Nodal Officer as approved by the Accountant General on 24/06/2020 & Pr. Accountant General on 26/08/2020 were duly endorsed to the (1) Sr.AO/Record section (2) Sr.AO/Canteen & (3) Welfare Assistant (4) Sr. AO/IT Cell for compliance of the preventive measures for Pandemic Covid-19.

However, on further inspection of the office building on 06/01/2021 following points has been observed:-

- 1) As per circular of the Nodal Officer/Covid-19 & Sr. AO/Legal dated 14/09/2020 (P/34<sup>C</sup>), the sitting arrangement of Departmental Canteen of this office was withdrawn. The said circular was also been endorsed to Sr. AO/Admn.(Audit) for due circulation of the same. And simultaneously, the Canteen Authority had been asked to provide readymade packed food so that the same may be taken-away and to avoid sitting arrangement in canteen. Thus, all the staff members of this office was also simultaneously requested either to avail the take-away facility or to bring homemade lunch for their safety. It may be mentioned here that after doing this arrangement in respect of the Canteen of this office, on 15/09/2020 one allegation was fleshed in a daily newspaper namely ‘Syandan Patrika’ that due to continuation of functioning of canteen, the Covid-19 was being spread amongst the staff members of this office which is totally baseless and arbitrary in nature.
- 2) The time for distribution of lunch/tiffin in Departmental Canteen of this office during Lunch break time had been prolonged. As a result, the Mass gathering at the time of lunch/tiffin hour had considerably reduced.

- 3) *The Chief Secretary, to the Govt. of Tripura vide his order dated 27/11/2020 has declared normal attendance in the State Govt. offices. Following the same, this office vide circular No. Estt. (A&E)/120 dated 29/12/2020 instructed all concerned to re-orient our mindset from Covid-19 pandemic and start normal swing functioning, restore normally in delivering our services to our stakeholders and for this purpose the closure of attendance register in time was impressed upon. Resultantly, the Sr. AO/Canteen has intimated the Nodal Officer of Covid-19 that in view of the normal swing in attendance register of this office, the staff member are pursuing to run the departmental canteen in normal swing also. It is worth mentioning here that though the potentiality of Covid-19 virus has drastically reduced in the State of Tripura yet the probability of "Strain" as well as the infectious mode of Covid-19 has not yet been exhausted. As such, the Sr. AO/Canteen may be requested to run the canteen in normal way step by step. In the first instance, the sitting arrangement in the canteen may be extended to 50% of total strength. However, the duration of lunch time may be prolonged as earlier to avoid mass gathering at a time.*
- 4) Presently, in Departmental Canteen of this office, one time paper cup is being used for distributing tea. *But water is being served with the help of steel glass. As such, endeavour may be made to replace the steel glass with either one time glass or some empty plastic bottle may be used for this purpose.*
- 5) In all the toilets (both gents & ladies) there are either hand wash or toilet soap lying in the rooms.
- 6) The task of thermal screening and spraying of sanitizer to the hands of the visitors as well as to the officials of this office at the entrance gate has been entrusted with one casual labourer who is performing his duty excellently.
- 7) Pension section has been safeguarded by resisting the entrance of pensioner/outside. If any pensioner/outsider comes to enter into pension section to make any sorts of enquiry, then he/she is requested to sit in the sofa lying in the outside of the section. And his/her query is resolved through the Casual Labourer who has been deployed for this purpose. This initiative obviously a good one.
- 8) As per report of the Nodal Officer which was duly approved by the Accountant General on 24/06/2020, the Central Receipt section of this office was shifted from 1<sup>st</sup> floor to Gym of this office as a remedial measure of containment of spreading Covid-19 which is now functioning satisfactorily.
- 9) As per report of the Nodal Officer which was duly approved by the Accountant General on 24/06/2020, the spreading of sanitizer into the doors, handles/knobs of steel almirahs, handle of chairs, table, computer, keyboards etc. were being made 3 (three) times per day i.e. at about 10.30 am, 12.30 pm & 3.30 pm. *But recently no such sanitization is being made. The Accountant General vide his order dated 08/01/2021 has instructed to*

*makes such sanitization atleast twice a day. As such, the Record Section is requested to carry-out the said order of the Accountant General.*

- 10) Mopping/sweeping of floors of the rooms, toilets etc. were previously made twice in a day which was appreciable. *But now the said mopping/sweeping of floors etc. is being made only once in a day. The Accountant General vide his order dated 08/01/2021 has instructed that toilets may be cleaned more frequently. As such, the Record Section is requested to carry-out the said order of the Accountant General and such cleaning of toilets may be done atleast twice in a day.*
- 11) On 16/07/2020, a Circular was issued from the Administration to the effect that during Pandemic Covid-19 situation, any official/officer having cold, cough, fever etc. should refrain himself/herself from attending office till recovery under intimation to the respective AAO/Sr.AO. However, his/her said absence will be regularized with his/her due leave as admissible. It was further brought to the notice of all concerned that as per instruction of the order of the HQrs' office vide letter bearing No.181-Estates/11-2020 dated 02/07/2020, strenuous action will be taken against the official who will disobey the above order. *In this connection the Administrative Section as well as the Record Section of this office may ensured that the compliance of the above circular of the Administration is abide by all the officials/officers of this office eventually till Covid-19 or "Strain" is exhausted fully. The Accountant General has also given his consent on this issue, as such, both the above mentioned sections are requested to comply the order of the Accountant General.*



Nodal Officer/Covid-19  
Sr. Accounts Officer/Legal