

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम)  
मध्य प्रदेश, ग्वालियर-474002

क.प्रशासन-11/स-4/का.आ./32

दिनांक: 24.06.2020

कार्यालय आदेश

इस कार्यालय में पदस्थ समस्त समूह अधिकारियों/ शाखा अधिकारियों को निर्देशित किया जाता है कि वे अपने अधीनस्थ अधिकारियों/कर्मचारियों के लॉकडाउन अवधि की अनुपस्थिति को मुख्यालय के परिपत्र संख्या 27/स्टाफ विंग/2020 संख्या-71/स्टाफ हक.11/20-2018 दिनांक 19.06.2020 में दिए गए निर्देशों के अनुपालन में निम्नानुसार नियमित करें :-

Sl.No.	Scenario/ Situation	Clarification
1.	Employees on approved official tour up to and including 25th March & unable to return to their Headquarters, inspite of best efforts.	The period of absence should be treated as duty subject to working from place of stay.
2.	Employees who were on sanctioned leave for period including 25.03.2020 and leave was sanctioned prior to issue of lockdown orders (25.03.2020) and the leave ended during lockdown period. This includes employees who were in duty station or were travelling outside the duty station during the leave period.	Deemed to have joined duty from the date of expiry of leave, subject to certification by the Controlling officer that the employee worked from home as required for employees in duty station upto 14.04.2020 and beyond only subject to being available for duty in office if called on 15.04.2020 or thereafter. In case of leave on medical grounds, subject to production of fitness certificate.
3.	Employees who were on leave prior to issue of lockdown orders (25.03.2020) and their leave ended on 20.03.2020, but did not join duty on 23.03.2020 (Monday) or 24.03.2020 (Tuesday).	Employees who did not join duty on 23.03.2020 and 24.03.2020, could strictly speaking, attract provision of FR. 17. However, considering the circumstances, such employees may be allowed to apply for leave for the entire period till they returned to their duty station and rejoined duty.
4.	Employees who left duty station for the week-end with due permission i.e. on 20.03.2020, but did not return to duty station on 23.03.2020 (Monday) or 24.03.2020 (Tuesday).	
5.	Employees who were on sanctioned leave prior to issue of orders on lockdown (25.03.2020) and their leave expiring during the lock down period, but wish to curtail the leave before expiry and join duty	Curtailement of sanctioned leave requires approval based on official exigency, which is not normally envisaged during lock-down period. Hence, curtailement of leave may not be agreed to. From the date following the date of expiry of leave, the employee may be deemed to have joined duty, subject to fulfillment of other requirements based on the type of leave availed and subject to having worked from home after expiry of sanctioned leave (without curtailement)

(प्रधान महालेखाकार महोदय के अनुमोदन से जारी)

हस्ता/-  
उप महालेखाकार/प्रशासन

11-118  
26/06/20

प्रतिलिपि :- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित -

- 1- सचिव, प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) मध्य प्रदेश, ग्वालियर।
- 2- उप महालेखाकार/प्रशासन, सामाजिक क्षेत्र-1, सामाजिक क्षेत्र-2, सामाजिक क्षेत्र-3 एवं सामान्य क्षेत्र कार्या, प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) मध्य प्रदेश, ग्वालियर।
- 3- उप निदेशक, कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय प्राप्ति) नई दिल्ली शाखा ग्वालियर।
- 4- उप महालेखाकार/प्रशासन, कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) म.प्र., ग्वालियर, आपदा प्रबंधन के संबंध में।
- 5- उप महालेखाकार/प्रशासन, कार्यालय महालेखाकार (लेखापरीक्षा-द्वितीय) म.प्र., भोपाल
- 6- वरिष्ठ लेखापरीक्षा अधिकारी/प्रभारी कल्याण शाखा।
- 7- वरिष्ठ लेखापरीक्षा अधिकारी/ सामाजिक क्षेत्र-1(मुख्यालय), ओ. ए.डी (एम.), ओ.ए.डी. -11, ओ.ए.डी.-21, फास (एम.), फाप अनुभाग, प्रशासन-11, प्रशासन-12, प्रशासन-13, प्रशासन-14, गोपनीय कक्ष, सामान्य अनुभाग, कार्यपालन शाखा, विधि कक्ष, रिपोर्ट (सिविल), रिपोर्ट (पी.ए.सी.), हिन्दी कक्ष, पी.ए।
- 8- वरिष्ठ लेखापरीक्षा अधिकारी/आई.एस. विंग, को इन्ट्रानेट पर "Administration Personnel" लिंक एवं कार्यालय की वेबसाइट पर अन्तर्गत अपलोड करना हेतु प्रेषित।
- 9- श्री अम्बुज कुमार पाण्डेय, सहायक लेखापरीक्षा अधिकारी/प्रशासन -14 को इन्टरनेट से संबंधित कार्य हेतु।
- 10- सूचना पटल /ऑडिट भवन।
- 11- गार्ड फाइल !

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-11