

भारतीयलेखाएवंलेखापरीक्षाविभाग
महानिदेशकलेखापरीक्षा (कें) कार्यालय
सी-25, ऑडिटभवन, ईब्लॉक, बांद्राकुर्लासंकुल,
बांद्रा (पूर्व), मुंबई 400051
दुरभाष- (022) 26574309;फैक्स - 26572451



INDIAN AUDIT & ACCOUNTS DEPARTMENT
O/o The Director General of Audit (C)
C-25, Audit Bhavan, E Block, Bandra –Kurla-
Complex, Bandra (E), Mumbai-51
Telephone - (022) 26574309 ;Fax : 26572451
email- pdacentralmumbai@cag.gov.in

Office Order –No. 166

In continuation to earlier office order No. 144 dated 15.12.2020 on the matter, the following instructions are being issued as per Director General of Audit(C)'s directions for compliance w.e.f. 04.01.2021:

1. Office shall function with attendance of:
 - A) 100 per cent strength for group 'A' officers (including all Sr. Audit Officers).
 - B) 100 per cent strength for all Assistant Audit Officers.
 - C) 50% strength of remaining Persons-in-Position.
2. Branch officers of each wing shall draw the roster of their respective wings under approval of their Group Officer as per work exigencies and inform Administration section accordingly. While drawing up the roster special attention may be paid to the fact that adequate social distancing can be maintained and safety ensured on each floor and number of staff on roster restricted accordingly.
3. Those who are not on roster on any given day will work from home. Such officials who are working from home should be available on telephone and electronic means of communication at all times. The staff may carry their non-confidential work in digital or physical form to continue working at home on those days when they would not be attending office.
4. LAPs may be deployed to the auditee units for compliance audit/performance audit/ SARwork subject to the situation that such auditable entities being open and social distancing and other COVID safety norms being strictly ensured by them. Same may be ensured from the auditee entities.
5. The respective Branch Officers shall ensure that social distancing norms i.e. keeping minimum six feet distance (2 gazkidoori), is complied with among their subordinate staff who are attending office. All officers/ officials (including outsourced staff) while attending the office shall ensure strict adherence to the following National Directives for COVID19 Management issued by Ministry of Home Affairs in office premises:

- (i) Wearing mask/ face cover at all times.
 - (ii) 'AarogyaSetu' app is installed by all the officials having compatible mobiles phones.
 - (iii) Spitting and consumption of liquor, paan, gutka, tobacco etc. is prohibited.
 - (iv) Provision of sanitizer would be made in the common entry/ exit point in office premises as well as handwash made available on each floor where this office is the custodian of the office building. Officials may ensure utilization of the same at regular intervals.
 - (v) Branch Officers shall also ensure that officers/ staff (including outsourced staff) ensure social distancing through adequate distance between other colleagues, follow staggered timings for attending the office, staggered lunch breaks, etc.
6. Officers/ Officials who are residing in the containment zones demarcated by State/ District Administration shall not attend office and inform the same to their Controlling Officers.
7. In accordance with DoPT order F-No -110139/2014/Estt-III dated 07.10.2020 persons suffering from co-morbidities are exempted from roster duty upon production of medical prescription from treating physician under CGHS/CS (MA) rules as applicable. Similarly, persons with disability and pregnant women shall be exempted from attending office. They shall, however, work from home.

This order shall be applicable w.e.f. 04.01.2021 and remain in force upto 31.01.2021 or till the instructions are revised by the competent authority.

(Authority: Pr. Director's orders dated 04.01.2021)

Sd/-
Dy. Director (Admn)

दिनांक 04.01.2020

क्र.प्र.नि.ले.प/के/Admn/COVID/ 640

For information and necessary action:

1. Secy to Pr. Director of Audit(C)
2. All Group Officers
3. All Branch Officers
4. Sr. AO/ EDP for publishing on official website
5. Notice Board
6. Spare copy/ Guard file
- 7.


Sr. Audit Officer/ Admn