

भारतीय लेखा एवं लेखा परीक्षा विभाग
महा निदेशक लेखापरीक्षा (केंद्रीय) का
कार्यालय
सी25-, ऑडिट भवन, ईब्लॉक,
बांद्राकुर्लासंकुल, बांद्रा पूर्व, मुंबई 400051
दुरभाष- (022) 26574309; फैक्स -
26572451



INDIAN AUDIT & ACCOUNTS DEPARTMENT
O/o The Director General of Audit
(Central)

C-25, Audit Bhavan, E Block, Bandra –Kurla-
Complex, Bandra (E), Mumbai-51
Telephone - (022) 26574309 ; Fax : 26572451
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Office Order –No. 247

In continuation of earlier office order No. 240 dated 01.03.2021 and corrigendum dated 22.03.2021 pursuant to the instructions of the Government of Maharashtra issued vide the order no. DMU/2020/CR.92/DisM-1, dated 27/03/2021 (*copy enclosed*), the following instructions are issued for strict compliance:

- (a) The Office shall continue to function with attendance of:
- (i) 100% strength for group 'A' officers including all Sr. Audit Officers.
 - (ii) 50% strength of remaining Person-in-Position.
- (b) 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.
- (c) 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 from home on those days when they would not be attending office.
- (d) Further the Standard Operating Procedures (SOP), instructions/guidelines/preventive measures issued by the Ministry of Health & Family Welfare; Ministry of Home Affairs, as well as the detailed instructions issued vide the Headquarters letter dated 15.02.2021 shall be followed scrupulously in all respects.

The above instructions shall be applicable with immediate effect from date of issue of this order and remain in force upto 15.04.2021 or till instructions are revised by the competent authority.

(Authority: Director General of Audit (Central)'s order dated 30.03.2021)

Sd/-

Sr.Audit Officer/Admn

Date: 31/03/21

No. Admn/Cent/SOP/958

For information and necessary action:

1. Director General (HQ), O/o The C&AG, 9 Deen Dayal Upadhyay Marg, New Delhi 110 124
2. Secretary to Director General of Audit (Central)
3. All Group Officers
4. All Branch Officers
5. Sr. AO/ EDP for publishing on official website
6. Notice Board
7. Spare copy/ Guard file



Sr.Audit Officer/Admn