



**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) - I  
ODISHA: BHUBANESWAR**

**CIRCULAR**

**Sub: Preventive measures to contain spread of COVID19.**

The General Administration and Public Grievance Department, Government of Odisha, vide order No. GAD-COOD-MISC-0001-2018-11465 Dated 15.04.2021 notified that all the Departments of State Government shall function with 50 *per cent* strength of employees (except the rank of Deputy Secretary) from 19 April 2021 onwards.

In view of the orders of the State Government, in continuation to this Office Circular No. 53 dated 15.04.2021, the undersigned is directed to state that this Office shall function with 50 *per cent* of staff strength (Groups: A-Non-IAAS, B & C) from 19.04.2021 onwards on daily roster basis as decided by the respective Group Officers, under intimation to Administration (Audit I) Section. Further, field audit parties presently in Headquarters or whose tour programmes are not under active consideration, may work from home as per the assignments allotted from the afore-mentioned date. All other Officers/Staff who are not assigned roaster should also work from home as per the assignments allotted. The Officers/staff should not leave Headquarters without prior permission of concerned group controlling officers. They are requested to be available on telephone and electronic means of communication at all times.

All other instructions/circulars to contain spread of COVID19 issued by the State Government / Headquarters Office are to be followed scrupulously.

Sd/-

**Sr. Deputy Accountant General (Admn.)**

**Memo No. Admn (Audit I)/Gen/OC/70**

**Date: 16 April 2021**

Copy forwarded for information and necessary action to:

1. Secretary to Accountant General (Audit I), Odisha, Bhubaneswar
2. Secretary to Pr. Accountant General (Audit II), Odisha, Bhubaneswar
3. Secretary to Pr. Accountant General (A&E), Odisha, Bhubaneswar
4. Sr. DAG/DAGs: AMG I/ AMG II/ AMG III/ AMG IV/ AMG V of Office the Accountant General (Audit I), Odisha, Bhubaneswar
5. Branch Officers: Vigilance/ Estate Cell/ Hindi Cell/ OM I&OM II/ Trg. & Exam/ Confidential Cell/ AMG I/ AMG II/ AMG III/ AMG IV/ AMG V/ FAW/Report (PAC)/ Report & ECPA/ITA of Accountant General (Audit I), Odisha, Bhubaneswar.
6. Sr. Audit Officer/Welfare, O/o the Accountant General (Audit I), Odisha.
7. AAO/DA&RC with a request to upload the Headquarters instructions in Office-intranet.
8. Notice Board/ Guard File.

*S. Kanda*  
16/04/2021

**Sr. Audit Officer/Admn. (Audit I)**