

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
MADHYA PRADESH, GWALIOR**

Date: 09.05.2021

OFFICE ORDER No. 20

Owing to steep rise in COVID-19 cases in Gwalior and in the office premises and in compliance to the headquarters letter No 193/Sampada/11-2020 dated 01.05.2021 and District Administration's order No.Q/Steno/ADM/Sec-144/293/2021 dated 7.5.2021, as a preventive measure the duration of work from home for the officials of this office is extended up to 14.05.2021. All officials are instructed to keep their mobile phones 'ON' and submit the assigned work to their superior officer through electronic means in e-office/e-mail. If necessary, they may be called to attend the office by the Group Officers.

The Drawing & Disbursing Officer shall ensure that all necessary, important and urgent works relating to budget expenditure, including salary and other office and contingent expenditures, are done properly and in due time. All other directions issued earlier vide order dated 18.04.2021 will remain unchanged. List of bare minimum essential staff who will attend the office next week is attached to this order.

Attachment: As above.

(Issued with the approval of the Principal Accountant General)

**Sd/-
Dy. Accountant General/Admn**

Copy to:

1. Secretary to the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior
2. Dy. Accountant General/AMG-I, AMG-II, AMG-III, AMG-IV & AMG-V
3. Sr. Audit Officer/Admn-11, 12, 13, 14, CC, Legal Cell, IS Wing, Hindi Cell, General Section, Executive Branch, Caretaker, FAAS(M), FAAP, Welfare Section, Report (PAC), Report (Civil), ITA, PA, AMG-I (HQ), AMG-II (HQ), AMG-III (HQ), AMG-IV (HQ), AMG-V (HQ).
4. Sr. Audit Officer/IS Wing- for uploading on intranet & jernet.
5. Director, CRA O/o DGA(CR), New Delhi Branch Gwalior for information and necessary action
6. DAG/AMG-I O/o AG(Audit)-II, Bhopal for information and necessary action

w.r.t the Branch office of O/o AG(Audit)-II, Bhopal
 7. Guardfile
 8. Noticeboard.

**Sd/-
 Sr. Audit Officer/Admn-11**

List of essential staff who will attend the office from 10.05.2021 to 14.05.2021 is as follows:-

| Sl. No. | Name (Shri) | Section/Group | Dates to attend office |
|----------------|--------------------------------|----------------------|-------------------------------|
| 1. | Manoj Kumar Singh Sheoran, SAO | PAG Sectt | 11 |
| 2. | Aatma Srivastave, AAO | PAG Sectt | 10,13 |
| 3. | Vinay Arora, Sr Ar | PAG Sectt | 12,14 |
| 4. | Manoj Dhakad, Sr Ar | PAG Sectt | 11,13 |
| 5. | Dhirendra Kumar, Steno | DAG/AMG-V Sectt. | 10,12 |
| 6. | Sajjan Singh, DEO | DAG/AMG-V Sectt. | 11,13 |
| 7. | Manoj Nagar, Sr Auditor | DAG/AMG-IV Sectt. | 11,14 |
| 8. | Arif Qureshi, Sr. Auditor | DAG/AMG-IV Sectt. | 10,12 |
| 9. | Madan, MTS | PAG Sectt | 11,13,14 |
| 10. | Rajesh Kumar, AAO | General Section | 11,14 |
| 1 1 . | Manoj Kalani, AAO | Executive Branch | 10, 13 |
| 1 2 . | Ashok Kumar, Sr. Auditor | General Section | 10,13 |
| 1 3 . | Makhan Lal Dhakar, Sr Auditor | General Section | 11,14 |
| 1 4 . | Ganesh Soni, Sr Auditor | Executive Branch | 10,12 |
| 1 5 . | Sumit Singh, Auditor | Executive Branch | 11,13 |
| 1 6 . | Rahul Verma, AAO | OE-12 | 10,12 |
| 1 | Mukesh Rai, Sr Auditor | OE-12 | 10,12 |

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1. All cleaning staffs with caretaker (Caretaker shall ensure the adequate watch and ward, cleaning, safety measures and other services in the office.)
2. All chaukidar as per schedule (caretaker will ensure the schedule of chaukidar)
3. Welfare Officer may call officials as per need for essential functions including finalisation of tender for construction of Tennis Court
4. DDO may call officials for works related to budget expenditure including salary and office and contingent expenditure as per requirement.
5. All other officials will work from home in e office
6. All officials nominated as trainers and trainees (as per training schedule) will ensure to join the training as per link already provided

Sd/-
Sr. Audit Officer/Admn-11