

File No.Admn-11/G-4/Misc.File**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
MADHYA PRADESH, GWALIOR****Date: 31.05.2021****OFFICE ORDER No. 29**

In compliance to the HQs letter No 195/Sampada/11-2020 dated 06.05.2021 and District Administration's order No Q/Steno/ADM/Sec-144/320/2021 dated 31.5.2021 it has been decided that the office will operate with a maximum 50% of headquarters sanctioned staff from 01.06.2021 to 30.06.2021 or until further orders. The officials/staff may be called in shift group wise as per earlier order no. 315 dated 20.03.2021. All the remaining officials will work from home. Group wise roster will be issued by the respective Group Officers. All the officials who are working from home 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.

Sr. Audit Officer/ General Section & Executive Branch, the support staff of the sections and Caretaker shall ensure adequate watch & ward, cleanliness, safety measures and other essential services in the office and strictly ensure sanitization of all rooms/sections, floors, common areas frequently. Report for the same will be submitted to DAG daily in a format.

Welfare Section will ensure scanning of all the officials entering the office premises by stationing at least two staff at gate. Daily report of the officials coming to the office shall be sent to DAG/Admin by 11:30 am.

All staff should invariably install Aarogya Setu App in their mobiles. Staff coming to office shall follow the appropriate COVID behavior including wearing of double mask, frequent hand sanitization and 6 feet distance. All eligible officials are strictly advised to get vaccinated as soon as possible.

The officials residing in the containment zones shall not attend the office and they will have to immediately inform their reporting officer along with the copy of district administration order regarding demarcation of containment zone.

(Issued with the approval of the Principal Accountant General)**Sd/-
Dy. Accountant General/Admn**

Copy for information (In compliance to the HQ letter Estates: No. 201 -Estates /12-2020 Dated 19 May 2021.) :

1. ADAI (Central Region), O/o the Comptroller and Auditor General of India,

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9-Deendayal Upadhyaya Marg, New Delhi-110124.
2. Director General (HQ), O/o the Comptroller and Auditor General of India,
9-Deendayal Upadhyaya Marg, New Delhi-110124.

**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. Sr.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. Guard file
8. Noticeboard.

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