

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
9-DEEN DAYAL UPADHYAYA MARG, NEW DELHI - 110124

No. 192- सम्पदा/11-2020

Date – 19.04.2021

To,

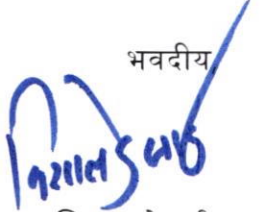
The Heads of Department in IA&AD
(Except Overseas Offices)

Sub: Preventive measures to contain the spread of COVID19. – Regulation of attendance in IA&AD offices.

Madam/Sir,

1. The 'National Directive for COVID-19 management' issued by Ministry of Home Affairs (MHA) vide Order No.40-3/2020-DM-I(A) dated 23.03.2021 directed to follow the practice of WfH as far as practicable and to follow staggering of work hours to prevent overcrowding at work places. Accordingly, all IA&AD offices were requested vide circular No.179-Estates/11-2020 dated 05.04.2021 (copy enclosed) to explore the possibility of Work from Home (WfH).
2. In view of the exponential increase in number of COVID-19 cases during the recent past, various state Governments and local authorities have, with a view to break the chain of COVID-19, imposed various restrictions/ curfew on movement of individuals.
3. In view of the above, all Heads of Department in IA&AD are again requested to follow the practice of Work from Home (WfH) as far as possible and direct the officials working from home to remain available through electronic means for the smooth functioning of office. While regulating the attendance of employees in IA&AD offices, the emphasis should be on work output rather than physical attendance.
4. Use of Arogya Setu shall be mandatory for all IA&AD employees on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk and prevent further spread of COVID-19 cases in IA&AD employees.
5. The Heads of Department in IA&AD offices are to ensure strict compliance of the above orders.

संलग्न: यथोपरि।

भवदीय

(विशाल देसाई)
निदेशक (कार्मिक)