

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL  
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700 001.**

O.O No. Admn.I/Misc./Vol.II/33

Date: 15.06.2021

**OFFICE ORDER**

In supersession of this office Order No. O.O No. Admn.I/Misc./Vol.II/25 dated 30.05.2021 on 'preventive measures to contain the spread of COVID-19', following instructions are issued in view of extension of restrictions with gradual and calibrated approach to relaxations as notified by the Government of West Bengal vide Order No. 753-ISS/2M-22/2020 dated 14.06.2021, read with Headquarters' Office Circular No.192-Estates/11-2020 dated 19.04.2021 and Circular No. 201- Estates/12-2020, dated 19.05.2021:

- i) The Office will remain open from 16<sup>th</sup> June 2021, as per normal working hours with 25 % of strength. Branch Officers/ Sectional heads shall prepare a duty roster accordingly. Remaining Officers and officials should Work from Home on a particular day following instructions of the controlling Branch Officers/Group Officers/HoD in this regard unless they are specifically called by the office, for essential functions, with permission of appropriate authority.
- ii) Field Audit teams shall resume audit work inside the Kolkata Metropolitan Area in consultation/collaboration with the Auditee Units and as per instructions of the Group Officer of concerned AMG.
- iii) With respect to the above instructions, specific provisions under 'The Disaster Management Act', 2005 and 'Indian Penal Code' should be strictly complied with.
- iv) All the Officers and officials who do not attend office on a particular day should always be available on telephone and electronic means of communication.
- v) Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- vi) All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- vii) Staggering of entry and exit hours may be followed, as to be approved by respective Group Officer of AMGs.
- viii) Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
- ix) Meetings, as far as possible, to be conducted through video-conferencing.
- x) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.

These orders shall be applicable with immediate effect and will remain in force up to 30<sup>th</sup> June 2021 or until further orders, whichever is earlier.



**Dy. Accountant General (Admn.)**

// Authority: Pr. AG's order dated 15.06.2021//

**FOR ALL CIRCULATION**  
**(including LAD)**