

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

No. Admn.11/G-4/COVID19/2022/O.O./138

Date: 05.01.2022

OFFICE ORDER

In compliance to the Ministry of Home Affairs (MHA) vide Order No.40-3/2020-DM-I(A) dated 27 December 2021 and DoPT OM No.11013/9/2014-Estt.A.III dated 03.01.2022 received vide headquarter's letter No.05/Sampada/11-2020 dated 04.01.2022 as a preventive measure to contain the spread of Novel Corona Virus (COVID-19), following instructions are issued for strict compliance in the office with immediate effect till 31st January 2022 :

- i. Physical attendance of officers and staff below the level of DAG (including outsourced staff) shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. All groups may accordingly prepare physical attendance roster for the period upto 31st January 2022.
- ii. All officers of the level of DAG & above are to attend office on regular basis.
- iii. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- iv. All Group Officers shall ensure that officers and staff who attend office observe staggered timings to avoid over-crowding in offices/work places as below.
 - (a) 9:00 AM to 5.30 PM
 - (b) 10 AM to 6.30 PM
- v. All officers/staff residing in the containment zone shall immediately inform their reporting officers and be exempted from coming to offices till the containment zone is de-notified.
- vi. Those officers/staff who are not attending office and working from home and should be available on telephone and electronic means of communications at all times. Group officers may assign suitable work to officials working from home.
- vii. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, should be avoided. As far as possible, physical movement of files within the office and postal correspondence with other offices should be minimized. All officials are advised to work electronically.
- viii. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured by Senior Audit Officer/ General Section & Executive Branch. Caretaker may also ensure non-crowding in corridors, canteens etc.
- ix. Officers and staff (including outsourced staff) whose family members, close relatives

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staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers.

x. Welfare assistant and caretaker shall ensure that the 'National Directives for the COVID-19 Management, (Annexure-II of MHA Order dated 27.12.2021) which include instructions regarding face masks, social distancing, thermal Screening, etc. are strictly complied with.

(Issued with the approval of the Principal Accountant General)

Sd/-
Sr.Audit Officer/Admn

Copy for information (In compliance to the HQ letter Estates: No. 05 -Sampada /11-2020 Dated 04 January 2022.) :


1. ADAI (Central Region), O/o the Comptroller and Auditor General of India, 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/-
Sr.Audit Officer/Admn

No.Admn.11/G-4/COVID19/2022/O.O./138/572-1/347 Date: 05-01-2022
05.01.2022

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-I,II, ITA,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 & internet.
5. Dy. 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. Guard file
8. Notice board.


Sr. Audit Officer/Admn