



OFFICE OF THE ACCOUNTANT GENERAL (A&E)
ODISHA, BHUBANESWAR
CIRCULAR

Subject: Preventive measures to contain the spread of COVID-19.

In terms of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training Office Memorandum No. 11013/9/2014-Estt.A-III, dated 03.01.2022 issued under Headquarters' letter No. 05-Estt./11-2020 dated 04.01.2022 regarding preventive measures to contain the spread of Novel Corona virus (COVID-19) containing guidelines on attendance of Central Government officials, the following instructions are issued for strict compliance:

- (a) All Group Officers and officers in the cadre of Senior Accounts Officers shall attend office on regular basis.
- (b) All other officers/officials shall attend office not exceeding fifty per cent of the PIP on each working day, following staggered timings (9.00 A.M. to 5.30 P.M., 09.30 A.M. to 6.00 P.M.). The roster for them with staggered timings may be drawn up by the respective Groups in such a way that official work does not suffer. A copy of such roster may be furnished to Admn.I Section.
- (d) The officers/ officials not on roster on a particular day are required to work from home and they shall attend office, if required. For grant of leave during operation of roster, the working day even if off roster cannot be treated as holiday and sanction of leave shall, therefore, be regulated accordingly. In order to ensure performance of assigned job, the leave sanctioning authority may consider interchange/adjustment in roster suitably intra-section while sanctioning leave. However, the Branch Officers are to ensure effective attendance at 50 per cent on any working day in respect of the Sections under their control so that office work does not suffer.
- (e) All Officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
- (f) All Officers/ staff residing in the containment zone shall be exempted from coming to office till the containment zone is de-notified.
- (g) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (h) All Officers/ Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all the times.
- (i) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces shall be ensured. Non-crowding in corridors, canteen etc. may be ensured. Further, all Officers/ Staff are also directed to ensure strict compliance of instructions on Covid-19 appropriate behavior issued by Ministry of Home Affairs, Ministry of Health & Family Welfare and Department of Personnel & Training from time to time.

2. The above instruction shall be in force in the office with immediate effect till 31.01.2022

Sd/-

(Dinamani Mallick)

Sr. Deputy Accountant General (Admn.)

Memo No.Admn-1-16-41-Misc(72-Volume-IV)/812

Dated:05.01.2022

Copy forwarded for information and necessary action to:

1. All Group Officers of Main Office/Puri Office
2. Deputy Accountant General & Estate Officer, Office of the Accountant General (Audit-I), Odisha, Bhubaneswar
3. All Sr. Accounts Officers
4. Sr. Audit Officer, Estate, Office of the A.G (Audit-I), Odisha, Bhubaneswar.
5. All Group controlling sections of Main Office
6. P.S to A.G(A&E)/A.G's Secretariat
7. Hindi Cell for Hindi Version
8. Notice Board/Guard file/Web site.

G.R. Mishra
05.01.2022

(G.R. Mishra)

Sr. Accounts Officer (Admn.)