

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),**  
**KARNATAKA, BENGALURU**

No.Pr.AG (Audit-I)/Admn.I/A-4/2021-22/438

Date: 05.01.2022

**CIRCULAR**

**Sub: Preventive Measures to contain the spread of COVID-19.**

In pursuance to Circular No. 05-Estates/11-2020 dated 04.01.2022 issued by the Headquarters office and Order No. RD 158 TNR 2020 dated 04.01.2022 issued by Government of Karnataka, the following instructions are hereby issued with immediate effect for strict compliance by all the staff of this office.

- i. Physical attendance of officers and staff below the level of DAG/Dy. Director (including outsourced staff) shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. Rosters are to be drawn up with the approval of the group officers ensuring that 50% of the officers and staff attend office.
- ii. All officers of the level of DAG/Dy. Director & 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 officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- v. 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.
- vi. 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 should be advised to work electronically.
- vii. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces, non crowding at canteens, corridors etc may be ensured.
- viii. Officers and staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers.

- ix. The 'National Directives for the COVID-19 Management', (Annexure-11 of MHA Order dated 27.12.2021) which include instructions regarding face masks, social distancing, encouraging the practice of WFH, Thermal Screening,. are to be strictly complied with.
- x. Biometric Attendance System in the office shall be suspended with immediate effect till 31<sup>st</sup> January 2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually.

The above arrangement shall continue till 31<sup>st</sup> Jan 2022 or until further orders. The group wise roster may be put for approval of Pr.AG(Audit-I).

This issues with approval of the Principal Accountant General (Audit-I).

*Sd/-*  
**Sr. Deputy Accountant General/Admn.**

Copy to:

1. Secretary to Pr.AG(AU-I), PDA (Central), AG(AU-II)
2. Sr.AOs...Admn.(AU-I), Admn.(PDAC), Admn.(AU-II)
3. Sr.AOs...Bills(AU-I), Bills (PDAC), Bills(AU-II)
4. Sr.AOs., Legal Cell, AMG-I/AU-I, AMG-II/AU-I, AMG-III/AU-I, FINAT, FAW
5. AAOs... Legal Cell, AMG-I/AU-I, AMG-II/AU-I, AMG-III/AU-I, FINAT, FAW
6. Recognized service association
7. EDP cell for e-notice board

*K. S. Karim*  
**Senior Audit Officer/Admn.**