

**OFFICE ORDER**

In terms of Headquarters office letter no. 05-Estate/11-2020 dated 04.01.2022 regarding preventive measures to contain the spread of Novel Coronavirus (COVID-19)- following instructions are issued with immediate effect till 31<sup>st</sup> January 2022. :-

1. For regulating the attendance of officers/staff, all Branch officers/Controlling officers shall prepare a roster duly approved by their Group Officers so as to ensure that 50% of officers and staff attend office and the remaining shall be instructed to work from home on alternate day basis. The roster shall be prepared based on criticality, priority and importance of work. A copy of the roster so prepared shall invariably be provided to Admin-I section for information.
2. All officers of the level of DAG/Dy. Director & above shall attend office on regular basis.
3. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
4. All Branch officers/Controlling officers will ensure that officers/staff who attend office observe staggered timing to avoid over-crowding as below
  - a. 9:00 AM to 5.30 PM
  - b. 10 AM to 6:30 PM
5. All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
6. Those 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. Branch officers/Controlling officers may assign suitable work to officials working from home.
7. Meeting, 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. 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.
8. All Officers/Staff have to ensure strict compliance with covid-appropriate behaviour viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
9. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
10. 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.


This issues with the approval of the Accountant General.

Sd/-

Sr. Dy. Accountant General (Admn)

**Copy for information and necessary action to-**

1. Additional Deputy Comptroller & Auditor General (Eastern Region), O/o the CAG of India, 9 Deen Dayal Upadhyaya Marg, New Delhi-110 124
2. Director General (HQ), O/o the CAG of India, 9 Deen Dayal Upadhyaya Marg, New Delhi- 110 124
3. Secretary to Accountant General (Audit), Bihar, Patna.
4. All Group Officer's Secretariat, Secretariat of Dy Director/Central Sector.
5. All Controlling Sections
6. Office Order file.
7. Notice Board and Whatsapp Group of all associations.

  
04/10/22

Sr. Dy. Accountant General (Admn)