



OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I)
ODISHA: BHUBANESWAR.

CIRCULAR

Sub: Preventive measures to contain spread of COVID19 and suspension of Bio Metric Attendance System-regarding.

In view of surge in COVID 19 cases, the Headquarters Office vide letter No. 05-dated 04.01.2022 has issued instructions to restrict physical attendance of officers and staff and dispensing with marking attendance through Bio metric machines temporarily.

In view of the said orders, the undersigned is directed to state that:

- (i) This Office shall function with 100 *per cent* attendance of the Group Officers (Sr. Deputy Accountant General / Deputy Accountant General) and 50 *per cent* of Officers/Staff (Groups: A (non-IAAS), B & C) with effect from the date of issue of this circular and up to 31.01.2022, on roster basis, as per the requirement and roster as decided by the respective Group Officers, under intimation to Administration (Audit I) Section.
- (ii) The remaining 50 *per cent* of Officers/Staff shall work from home as per the assignments allotted, during this period.
- (iii) The Officers/staff working from home are requested to be available on telephone and electronic means of communication at all times.
- (iv) The Group Officers are requested to ensure staggered timings to avoid over-crowding in office/work places as given below:
 - (a) 9.30 AM to 6.00 PM
 - (b) 10 AM to 6.30 PM
- (v) Persons with Disabilities and Pregnant women are exempted from attending office, but are required to work from home.
- (vi) All officers/staff residing in containment zone are exempted from coming to office till the containment zone is denotified.
- (vii) All officers/staff are requested to avoid crowding in corridors, canteens etc.
- (viii) If family members, close relatives of Officers/staff staying in same home tested positive, they should promptly disclose such information to the controlling officers.
- (ix) **Besides, all the Officers/Officers are instructed to strictly adhere to 'COVID appropriate behaviour' (wearing face masks, maintaining social distancing etc.).**
- (x) Marking of attendance in Biometric Attendance System is suspended till 31.01.2022. However, the Official shall mark their attendance in Attendance Registers manually.

Deputy Accountant General/ Admn. (Audit I)

Memo No. AG (Audit-I)/Admn./Gen/OC/2020-21/1379

Date: 07.01.2022

Coy forwarded for information and necessary action to the Director General (Eastern Region)/ Principal Director (Hqrs.)/ Principal Director (Staff)/ Principal Director (Personnel)/ Asst. Comptroller and Auditor General (N), Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi - 110124.

Sd/-

Deputy Accountant General/ Admn. (Audit I)

Memo No. AG (Audit-I)/Admn./Gen/OC/2020-21/1380

Date: 07.01.2022

1. Secretary to Pr. Accountant General (Au-II), Odisha.
2. Secretary to Accountant General (Au-I), Odisha.
3. Secretary to Accountant General (A&E), Odisha.
4. Sr. DAG/DAG: AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V of the Office of the Accountant General (Audit I), Odisha, Bhubaneswar.
5. Sr. Audit Officer/ Welfare (Audit I).
6. Branch Officers: AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V/ OE /T&E /Estate /Hindi Cell/Conf. Cell/Legal Cell/ITA/Report & ECPA/Report (PAC) with a request to bring COVID19 positive cases immediately to notice of the concerned Group Officer, under intimation to the undersigned. They may be asked to follow COVID 19 protocols.
7. BO/OM (Audit I) with a request to ensure proper cleaning and frequent sanitisation of workplace, frequently touched surfaces etc.
8. Branch Officer/ Hindi Cell (Audit I) with a request to translate the order into Hindi.
9. AAO/DA&RC kindly upload the Circular in Office website.
10. Notice Board/ Gurad File.
11. Spare copy.

S. Kanda
07/01/2022

Sr. Audit Officer/Admn (Audit I)