



कार्यालय महालेखाकार (लेखापरीक्षा)

मेघालय, शिलांग - 793 001.

OFFICE OF THE
ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG - 793 001.

No. Admn/Audit/138

Date: 05.01.2022

Office Order

In view of the increase in Covid cases in the country due to Omicron variant and in pursuance to Headquarters letter No.05-Estate/11-2020 dated 04.01.2022, following instructions are issued for strict compliance by the officers & staff of AG (Audit), Meghalaya.

1. All officers and staff are to maintain proper hygiene, sanitize hands frequently, avoid spitting and practice social distancing by ensuring that adequate distance (minimum distance of 6 feet) between persons is maintained in the office. It is mandatory to all officers and staff to wear mask at all times in the office.
2. Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible.
3. Roster based system for two shifts (Morning Shift & Afternoon Shift) is to be implemented in order to stagger the physical attendance of staff by branch officers with the approval of Group Officer till 31.01.2022 or until further orders and a copy of the roster shall be submitted to Administration Section.
4. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
5. Frequent movement of the staff to outside of the office should be avoided.
6. Entry of outsiders into the office is strictly prohibited.
7. 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, failing which they shall be liable for disciplinary action.
8. All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
9. 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.
10. All the officers/staff who have not taken vaccine are requested to submit latest RTPCR negative report (not done more than 48 hours prior to submission) to Administration at the beginning of the week every week.

[Authority: Accountant General's orders dated 05.01.2021 at P/40^N of file No.Admn/Audit/1-100/Emergencies/2021-22]

Sd/-

Deputy Accountant General (Admn)

Memo No. Admn/Audit/1-100/Emergencies/2021-22/3117-3127

Date: 05.01.2021

Copy forwarded for information and necessary action to:

1. Pvt. Secretary to Addl. Dy. Comptroller & Auditor General of India (NER), O/o the Comptroller & Auditor General of India, New Delhi-110124.
2. Secretary to the Accountant General (Audit), Meghalaya, Shillong.
3. Sr. PS to the Accountant General (Audit), Meghalaya, Shillong.
4. PA to Deputy Accountant General (AMG-II/Admn)
5. PA to Deputy Accountant General (AMG-I/AMG-III)
6. Sr.AO-Report/Record&Estate/Co-ordination/FINAT/AMG-I/AMG-II/AMG-III/Admn/EDP
7. AAO i/c of Report/Record/Estate/Co-ordination/FINAT/AMG-I/AMG-II/AMG-III/Admn
8. Welfare cell/Confidential cell
9. Office Website
10. Notice Boards
11. Office Order file.


Deputy Accountant General (Admn)