



सत्यमेव जयते

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

CIRCULAR

In view of the instructions issued by the Headquarters Office vide No. 25-Estates/11-2020 dated 31.01.2022 and instructions issued by the Department of Personnel and Training, Government of India vide F. No. 11013/9/2014-Estt.A-III dated 31.01.2022, the undersigned is directed to convey approval of the competent authority, to restrict physical attendance of Officers and Staff and dispensing with marking attendance through Bio-metric machines temporarily. The undersigned, is therefore, is directed to stat that:

- (i) This Office shall function with 50 *per cent* of strength, below the level of Sr. DAG/DAG, up to 15.02.2022 or until further orders, whichever is earlier, on roster basis, under intimation to Administration Section.
- (ii) The remaining 50 per cent of Officers/ Staff shall work from home as per the assignments allotted, during the period from issue of this Circular up to 15.02.2022 or until further orders, whichever is earlier.
- (iii) The Group Officers are requested to assess the situation before deploying field audit parties for conducting audit work.
- (iv) The Officials working from home are requested to be available on telephone and other electronic means of communication at all times.
- (v) The Groups 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
- (vi) Persons with Disabilities and Pregnant women are exempted from attending office, but shall work from home.
- (vii) All Officers/ Staff residing in containment zones are exempted from coming to office till the containment zone is de-notified.

(viii) Marking attendance in Bio-metric machines is dispensed with up to 15.02.2022 or until further orders, whichever is earlier.

Sd/-
Deputy Accountant General/Admn.

Memo No. AG (Audit I)/Admn/Gen/OC/2021-22/1572

Date: 01.02.2022

Copy for information and necessary action forwarded to:

- (i) Secretary to Pr. Accountant General (Audit II), Odisha, Bhubaneswar.
- (ii) Secretary to Accountant General (Audit I), Odisha, Bhubaneswar.
- (iii) Secretary to Accountant General (A&E), Odisha, Bhubaneswar.
- (iv) Sr. DAG/DAG: AMG I/ AMG II/ AMG III/ AMG IV/ AMG V of Office of the Accountant General (Audit I), Odisha, Bhubaneswar.
- (v) Sr. DAG/Admn, O/o the Accountant General (A&E), Odisha, Bhubaneswar.
- (vi) DAG/Admn, O/o the Pr. Accountant General (Audit II), Odisha, Bhubaneswar.
- (vii) DAG/Admn, O/o the Accountant General (Audit I), Odisha, Bhubaneswar.
- (viii) Director, O/o the DG of Audit (Central), Hyderabad, Branch Office at Bhubaneswar.
- (ix) Sr. Audit Officer/Welfare, O/o the Accountant General (Audit I), Odisha, Bhubaneswar.
- (x) Sr. Audit Officer/OM Section, O/o the Accountant General (Audit I), Odisha, Bhubaneswar with a request to ensure proper cleaning and frequent sanitization of work place, frequently touched surfaces etc.
- (xi) Branch Officers: AMG I/ AMG II/ AMG III/ AMG IV/ AMG V/ OE/ Estate Cell/ Hindi Cell/ Trg. & Exam./ITA/Conf. Cell/ Legal Cell/ Report (PAC)/ Report & ECPA of O/o the Accountant General (Audit I), Odisha, Bhubaneswar.
- (xii) AAO/DA Cell with a request to upload the Circular in the Office intranet.
- (xiii) Notice Board/ Guard File/Spare Copy.

S. U. Panda
01/02/2022
Sr. Audit Officer/Admn (Audit I)