



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

CIRCULAR

In view of an advisory issued (30.06.2022) by the Commissioner, Bhubaneswar Municipal Corporation on sudden increase in number of newly detected COVID-19 cases within BMC area, the undersigned is directed to instruct all the employees of the Office to strictly adhere to the COVID appropriate behaviour as detailed below:

1. Wear face mask appropriately while moving out and while in public places.
2. Maintain social distancing of 2 meters among themselves.
3. Maintain hand hygiene frequently.
4. Refrain from spitting in Public places.
5. Avoid frequent movement in corridors and use inter-com facility available in the Sections.
6. Intimate the Group Officer immediately, if an employee or any member of the family develops COVID symptoms. Such employees if tested positive, may remain in isolation for such period as prescribed by the Ministry of Health and Family Welfare, Government of India in its Home Isolation guidelines dated 05 January 2022.
7. All other instructions/circulars to contain spread of COVID19 issued by the State Government / Headquarters Office are to be followed scrupulously.

Sd/-

Deputy Accountant General/Admn.

Memo No. AG (Audit I)/Admn/Gen/OC/2022-23/ 592

Date: 12/07/2022

Copy for information and necessary action forwarded to:

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

S. Panda
12/07/2022

Sr. Audit Officer/Admn (Audit I)

Ashish

12/7/22