

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)  
MADHYA PRADESH, GWALIOR

Date: 23/12/2022

OFFICE ORDER 131

Following instructions are issued for strict compliance by all the employees as preventive measures to contain the spread of COVID-19 :

1. Employees attending the office shall wear face masks all the time and maintain adequate distance (minimum 6 feet) between them.
2. Sr. Audit Officer/ General Section & Executive Branch and Caretaker shall ensure adequate watch & ward, cleanliness, safety measures and other essential services in the office and strictly ensure sanitization of all rooms/sections, floors, common areas frequently. Welfare Section will ensure scanning of all the officials entering the office premises
3. Employees (including outsourced) having symptoms such as mild fever, cough and cold, sneezing, etc. may cause spread of COVID-19 in office premises. Such employees are directed to self-isolate themselves in home-quarantine and if the symptoms persist, get themselves tested for COVID-19. These employees shall keep their controlling officers informed of their health condition.
4. If any family member of an official, with whom he/she is living with, is tested COVID positive, he/she may get tested for COVID and inform accordingly to the reporting officer. As per the test results, further action will be taken.

(Issued with the approval of the Dy. Accountant General-AMG V& Admin)

Sd/-  
Sr.Audit Officer/Admn

Copy to:-

1. Secretary to the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior
2. Dy. Accountant General/AMG-I, AMG-II, AMG-III, AMG-IV & AMG-V.
3. Sr. Audit Officer/Admn-11, 12,13, 14, CC, Legal Cell, IS Wing, Hindi Cell, GeneralSection, Executive Branch, FAAS(M), FAAP, Welfare Section, Report (PAC), Report-I,II, ITA,AMG-I (HQ), AMG-II (HQ), AMG-III (HQ), AMG-IV (HQ),AMG-V (HQ).
4. Sr. Audit Officer/IS Wing- for uploading on intranet fernet.
5. Dy. Director, CRA O/o DGA(CR), New Delhi Branch Gwalior for information and necessary action.
6. DAG/AMG-I O/o AG(Audit)-II, Bhopal for information and necessary action w.r.t the Branch office of O/o AG(Audit)-II, Bhopal at Gwalior.
7. Shri Naresh Ahuja, AAO for uploading on internet.
8. Notice board.

Sd/-  
Sr.Audit Officer/Admn