

**OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL  
CGO COMPLEX (5<sup>TH</sup> FLOOR), DF BLOCK, SALT LAKE, KOLKATA-700064**

**Ref: N.S.ITA/DG Inspection/2023-24/Vol.iii/21 dated 24.03.2023**

Enclosed please find the copy of "Dos" and "Don'ts" for uploading the same in our official website for wide publication of awareness during emergencies and relief measures.

*Adhikari*  
*28/04/2023*  
*Sr. Audit Officer/Record*

N.S.No. Record-I/D.I.Inspection/2022-23/10

Dated: 28.04.20223

~~Sr. Audit Officer (Record)~~

To,

Sr. Audit Officer (EDP)



महालेखाकार  
(लेखापरीक्षा -II), पश्चिम बंगाल  
ACCOUNTANT GENERAL  
(AUDIT-II), WEST BENGAL

DO'S

1. Take back up of all office records, documents and data periodically.
2. Switch off all the appliances, computers and computer peripherals while leaving office.
3. Dispose of old, useless papers and records periodically observing extant rules and codal provisions.
4. Know your exits.
5. Educate yourself. Participate in all capacity building and awareness generation programme organized at the office for preparing yourself to fight disasters.
6. Know emergency telephone numbers. Inform fire & Emergency Services (Dial 101), Police (Dial 100), and medical services (Dial 108) as and when emergency arises.
7. Use stairs at the time of disaster.
8. Seek a safe shelter as soon as possible in case of any disaster.
9. At the time of disaster-allow seniors, children (if any), and woman to evacuate the building. Help differently abled and sick to reach safe place.
10. Rely only on official announcements related to disaster, if any.
11. Employees are requested to wear mask, properly sanitize their hands at regular intervals, and maintain social distancing.



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### DON'TS

1. Don't split, smoke or light fire in the office premises.
2. Don't accumulate inflammable articles.
3. Don't use electrical switches and appliances if sparking is noticed.
4. Don't turn the Electric switches on at the time of disaster.
5. Don't use elevator at the time of disaster.
6. Don't operate electrical appliances at the time of disaster.
7. Don't panic at the time of disaster.
8. Don't waste time to collect personal belongings at the time of disaster.
9. Don't pay attention to rumours and spread rumours regarding disaster.
10. Don't leave sharp objects such as scissors, stapler, pins etc. Lying around on tabletop.
11. Don't electrical cables run across path since person may trip and fall.
12. Don't leave computers Printers switched on while leaving your desk for the day.