



महानिदेशक लेखापरीक्षा का कार्यालय, केन्द्रीय, कोलकाता
 OFFICE OF THE DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA
 जि आई प्रेस बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता - 700001
 G I P BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA-700001



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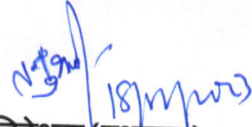
Dated: 18.12.2023

Guidelines for medical emergency on official duty

Instances have been noticed where employees face medical emergencies in office/on Audit Inspections. To deal with such circumstances, the following guidelines are issued for compliance:

1. In the event of medical emergency on official duty outside the office, such as Audit Inspection Party or enroute, the other members of the Audit Team are advised to take necessary action to ensure that the suffering official gets immediate and proper medical attention.
2. Depending on the circumstances, a doctor may be called in and if so warranted, the official may be admitted to the nearest hospital.
3. The information regarding the medical emergency should immediately be communicated to the family members of the official concerned and the Welfare Officer as soon as possible.
4. Under no circumstance the ailing official should be left unattended and in case hospitalization becomes necessary, one official may accompany him/her till the procedure for hospitalization is complete or someone from the Welfare section take the charge, as the case may be.

This issues with the approval of the DGA (C).


 उप निदेशक (प्रशासन)

No. Admn./C/Miscellaneous 13.93 (1 - 27)

Hindi version follows:

Copy to the:

Dated: 18.12.2023

1. Director, Branch Office, Port Blair
2. Director, Branch Office, Guwahati
3. Director (RADT - II)
4. Director (RAIDT)
5. Deputy Director (RADT - I)
6. Deputy Director (Inspection)
7. Welfare Officer
8. Secretary to the Director General of Audit
9. Sr. Audit Officer (Admn.), Branch Office, Port Blair
10. Sr. Audit Officer (Admn.), Branch Office, Guwahati
11. Sr. Audit Officer (ITRA Co-ordination)
12. Sr. Audit Officer (CRAD Headquarters)

Admn./C/Miscellaneous

68546/2023

13. Sr. Audit Officer (GSTA Headquarters)
14. Sr. Audit Officer (OAD Headquarters)
15. Sr. Audit Officer (Entitlement)
16. Sr. Audit Officer (Confidential)
17. Sr. Audit Officer (Record I, II & Old Record)
18. Sr. Audit Officer (Pension & Training)
19. Sr. Audit Officer (Central & Accounting)
20. Sr. Audit Officer (IT Cell)
21. Sr. Audit Officer (ITA)
22. Deputy Director (Administration)'s Secretariat
23. Hindi Officer
24. **Asst. Audit Officer (IT Cell) – for uploading this Office Order on the website of this office.**
25. Office Order File
26. **Admn. Wizard Seat – for circulating this Office Order through e-mail.**
27. All Staff Associations

महेश रम
वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन) 18/12/23