

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G&SSA)
MADHYA PRADESH, GWALIOR

No. Admn-11/Gr.4/Misc./O.O./14

Date: 19.05.2020

In compliance of headquarters letter No. 163&164-Estates/11-2020 dated 18.05.2020 & 19.05.2020 and Department of Personnel and Training's Office Memorandum No. 11013/9/2014-Estt.A.III dated 18.05.2020, it has been decided that the offices situated in Audit Bhawan, Gwalior under the cadre control of O/o the Principal Accountant General(G&SSA), MP, Gwalior will be fully functional w.e.f. 19.05.2020. The directions issued vide o.o. No. Admn-11/Gr.4/Misc./o.o./270 dated 17.04.2020 will continue to apply with the following modifications: -

1. Senior Audit Officer/Executive Branch shall personally ensure the following-
 - (i) Instructions issued by MHA, Govt. of India as well as the headquarters regarding cleanliness and sanitization shall be followed scrupulously. All sections and chambers shall be mopped/cleaned daily and during the break between shifts from 01.00 P.M. to 02.00 P.M. and doors & handles shall be sanitized every two hours. Washrooms and common floor areas shall be cleaned every two hours. This may be ensured through a checklist as was directed before.
 - (ii) Only the main entrance will be opened during office hours. Hand sanitizer shall be kept at the entrance and shall be made available to all.
 - (iii) Instructions regarding social distancing (minimum six feet distance) as well as thermal screening of all persons coming to the office shall be strictly followed. Senior Audit Officer/Welfare shall also ensure that personnel are available at the entrance from 9:00 A.M. to 06.00 P.M. for thermal screening of all persons coming to office. Existing directions regarding visitors shall also

M-42
20/05/20

continue to be applicable.

(iv) Soap/liquid soap shall be kept at washrooms at all times.

(v) Canteen, Recreation Club, Examination hall, Association Room, Common Room etc. shall remain closed.

2. All staff shall invariably wear mask/*gamcha* all the time while coming to/in the office.
3. All officers/employees who have been advised quarantine by District authorities shall invariably obey the orders and shall not attend the office during quarantine period.
4. No staff shall go to other chambers/sections unless it is extremely necessary. Every officer/employee shall maintain the diary of persons coming to close contact as was directed earlier.
5. Wherever feasible, all official works shall be done through e-office, transfer of physical files should be avoided as far as possible. Physical files shall not be taken out/brought into the office without written permission of concerned Group Officer and without proper sanitization. Field parties as far as possible shall work from home through e-mail/e-office.
6. Earlier directions regarding prohibition of consumption of paan and tobacco, spitting etc. will continue to be applicable.
7. In order to ensure social distancing, the following further instructions are issued:
 - (i) Where work can be done from home without hindrance, the same should be encouraged.
 - (ii) For regulating the attendance of officers below the group officers/ Dy. Director, all groups / office shall prepare a roster so as to ensure that 50% of officers and staff attend office on every alternate day. A copy of the roster so prepared by the group, duly approved by the respective group officer may be forwarded to Sr. Audit Officer/ Executive Branch. Those officers/staff who are

not required to attend office on a particular day, shall work from home as per the work assigned to them and should be available on telephone and electronic means of communication at all times.

(iii) Further the group/office shall ensure that 50% of officers and staff who attend office observe staggered timings, as under

- 1st Shift: 9 AM to 5.30 PM
- 2nd Shift: 9.30 AM to 6 PM

(iv) Officers/ Officials who are residing in the containment zones demarcated by State/District Administration shall not attend office and inform the same to their Controlling Officers.

(v) Pregnant women shall be exempted from attending office and shall work from home.

(vi) Officials who are working from home should be available on telephone and electronic means of communication at all times.

8. All staff may invariably install Aarogya Setu App in their mobiles. The Welfare Assistant may ensure strict compliance and shall submit a report to the Dy. Accountant General/Administration in this regard.

Senior Audit Officer/Executive Branch and the Welfare Branch shall ensure strict compliance of these orders.

Issued with the approval of the Principal Accountant General.

Sd/-
Dy. Accountant General/Admn

No. Admn-11/Gr.4/Misc./o.o./14/STR-5/63

dated 19.05.2020

Endtt. Copy to:

1. Secy. to Principal Accountant General (G&SSA) MP, Gwalior
2. Secy. to Director General of Audit (Central Receipt), New Delhi

P.S. - Wing

3. Secy. to Accountant General (E&RSA) MP, 53, Arera Hills, Hoshangabad Road, Bhopal.
4. Additional District Magistrate, Dist. Gwalior
5. Sr. Dy. Accountant General/Admn, O/o the Accountant General (E&RSA) MP, 53, Arera Hills, Hoshangabad Road, Bhopal.
6. Sr. Dy. Accountant General/Admn, O/o the Principal Accountant General (A&E)-I, MP, Gwalior
7. Dy. Accountant General/Admn, General Sector, SS-I, SS-II, SS-III.
8. Dy. Director/CRA, O/o the Director General of Audit (Central Receipt), New Delhi, Branch at Gwalior
9. Dy. Director of Audit (P&T), Sanchar Bhawan, BSNL Compound, Hoshangabad Road, Bhopal
10. Sr. Audit Officer/Admn-11,12,13,14, CC, Legal Cell, RTI/Exam/Training, General Section, Executive Branch, Cash Branch, Hindi Cell, FASS(M), FASS-I, FAAP-I, II, 20-21
- ✓ 11. Sr. Audit Officer/IS&DAC for uploading on internet/intranet.
12. Shri Ambuj Kumar Pandey, AAO for works relating to uploading on intranet/internet.
13. Caretaker
14. Guard file
15. Notice Board

DL
19/5/2020
Sr. Audit Officer/Admn-11