

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

Office Order

No. Admn-11/Gr.4/Misc./O.O./42

Date: 08.07.2020

In compliance of headquarters letter No. 181-Estates/11-2020 dated 02.07.2020, GOI, Ministry of Home Affairs order No. 40-3/2020-DM-1(A) dated 29.06.2020 and DoPT OMF.No. 11013/9/2014-Estt.A.III dated 05.06.2020, in order to contain the spread of Novel Coronavirus, the following instructions, in addition to those issued vide No. Admn-11/Gr.4/Misc./O.O./ 31 dated 12.06.2020, are issued for strict compliance: -

- 1) Any official if assessed COVID positive shall promptly disclose information regarding his/her close contacts including office contacts to his/her controlling officers, failing which he/she shall be liable for disciplinary action.
- 2) On receipt and verification of above information,
 - i. The concerned official and his/her direct high-risk contacts in the office should immediately be asked to work from home for a period as deemed fit, but not exceeding one week for which approval of Principal Accountant General may be taken.
 - ii. Such officials may be asked to monitor their health and keep their controlling officer informed about it. In case, the official does not develop any symptom, he/she may be allowed to physically attend office after the above period. If the official reports symptoms at the end of above period, he/she may be directed to get tested for COVID and physically attend office only after testing negative.
 - iii. If a close contact of an official has been tested for COVID and results are awaited, the official may be directed to work from home immediately. The concerned official may be allowed to physically attend only when the close contact tests negative.

Every official shall maintain a diary of persons coming to close contact as was directed earlier. Senior Audit Officer/ Welfare may ensure the same.

- 3) The officials who use public transport for commuting to office shall inform their controlling officer. As far as possible, such officials should be discouraged from physically attending office and should be encouraged to work from home. This aspect may be kept in view while preparing attendance rosters
- 4) Since use of public transport is a high-risk area, Station Leave should not be granted as a matter of routine, and must be granted only in exceptional circumstances. Any period

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of quarantine arising as a consequence of station leave shall have to covered by the official's leave.

- 5) Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible. As far as possible, physical movement of files within the office and postal correspondence with other offices should be minimized. As has already been directed, all officials shall work through e-office.
- 6) It is reiterated that closure of workplace, disinfection and management of contacts should be done strictly in accordance with the directions contained in DoPT OM F.No. 11013/9/2014-Estt.A.III dated 05.06.2020 and instructions and protocols laid down by local authorities.

Issued with the approval of the Principal Accountant General.

Sd/-
Dy. Accountant General/Admn

No. Admn-11/Gr.4/Misc./o.o./42/STR- 1311

Date: 08.07.2020

Endtt. Copy to:

1. Secy. to Principal Accountant General (Audit-I) MP, Gwalior
2. Secy. to Director General of Audit (Central Receipt), New Delhi
3. Secy. to Accountant General (Audit-II) MP, 53, Arera Hills, Hoshangabad Road, Bhopal.
4. Sr. Dy. Accountant General/Admn, O/o the Accountant General (Audit-II) MP, 53, Arera Hills, Hoshangabad Road, Bhopal.
5. Sr. Dy. Accountant General/Admn, O/o the Principal Accountant General (A&E)-I, MP, Gwalior in respect of disaster management.
6. Dy. Accountant General/Admn, General Sector, SS-I, SS-II, SS-III.
7. Dy. Director/CRA, O/o the Director General of Audit (Central Receipt), New Delhi, Branch at Gwalior
8. Dy. Director of Audit (P&T), Sanchar Bhawan, BSNL Compound, Hoshangabad Road, Bhopal
9. 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, PA, Report (PAC), Report (Civil), Welfare Section.
10. Sr. Audit Officer/IS&DAC for uploading on internet/intranet.
11. Shri Ambuj Kumar Pandey, AAO for works relating to uploading on intranet/internet.
12. Caretaker
13. Guard file
14. Notice Board


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Sr. Audit Officer/Admn-11