



OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) - I  
ODISHA: BHUBANESWAR

CIRCULAR

**Sub: Preventive measures to contain spread of COVID19.**

The General Administration and Public Grievance Department, Government of Odisha, vide order No. GAD-COOD-MISC-0001-2018-3393/GEN dated 29.01.2021 notified that the Departments of State Government and Sub-ordinate Offices in Bhubaneswar and Cuttack shall function with full strength of Officers and staff with effect from 01.02.2021 until further orders. All State Government Offices throughout the State will remain closed on Saturdays. Further, Department/Office which face constraints in maintaining physical distancing amongst staff members due to operating full strength, may regulate staff strength as felt necessary.

In view of afore-mentioned orders, the undersigned is directed to state that this Office shall function with full staff strength of Officers & staff members with effect from 01.02.2021 until further orders. **However, Groups/Sections facing constraints in maintaining physical distancing shall suitably regulate the quantum of attendance and prepare roster for its Officers/Staff with the approval of the Group Officer.** Officers/staff not assigned roster, should work from home as per the assignments allotted, but should not leave Headquarters without prior permission. The Officers/staff assigned work from home are also requested to be available on telephone and electronic means of communication at all times.

All other instructions/circulars to contain spread of COVID19 issued by the State Government / Headquarters Office from time to time are to be followed scrupulously.

Sd/-  
Deputy Accountant General (Admn.)

Memo No. Admn (Audit I)/Gen/OC/1162

Date: 02 February 2021

Copy forwarded for information and necessary action to:

1. Secretary to Accountant General (Audit I), Odisha, Bhubaneswar
2. Secretary to Pr. Accountant General (Audit II), Odisha, Bhubaneswar
3. Secretary to Accountant General (A&E), Odisha, Bhubaneswar
4. Sr. DAG/DAGs: AMG I/ AMG II/ AMG III/ AMG IV/ AMG V of Office the Accountant General (Audit I), Odisha, Bhubaneswar
5. Branch Officers: Vigilance/ Estate Cell/ Hindi Cell/ OM I&OM II/ Trg. & Exam/ Confidential Cell/ AMG I/ AMG II/ AMG III/ AMG IV/ AMG V/ FAW/Report (PAC)/ Report & ECPA/ITA of Accountant General (Audit I), Odisha, Bhubaneswar.
6. Sr. Audit Officer/Welfare, O/o the Accountant General (Audit I), Odisha; with a request to liaison with the Officers/officials and extend necessary cooperation.

Rupesh  
D&O

upload it in  
website.

2/2/21

uploaded

2/2/21

7. AAO/DA&RC with a request to upload the Headquarters instructions in Office-intranet.
8. Notice Board/ Guard File.

*S. V. Panda*  
02/02/2021

**Sr. Audit Officer/Admn. (Audit I)**