



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

CIRCULAR

Sub: Preventive measures to contain spread of COVID19.

In terms of Headquarters Office instructions dated 15.02.2021, all the Officers/Officials at all levels are requested to attend Office on all working days without any exemption to any category of employees. However, Officers/Officials commuting from Containment Zone, if any, shall work from home and make themselves available on telephone and electronic means of communication, till the Zone is de-notified. Bio-metric attendance shall remain suspended and physical attendance registers are to be maintained in each Section, until further orders. Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible. Physical movement of files within Office and postal correspondence with other Offices should be minimized. All the Officers/officials are requested to work electronically. All touring (within and outside State) will be permissible subject to local restrictions, if any. Also, Officers/officials visiting Headquarters Office, should get their Tour Programme approved from concerned Headquarters Wing in advance. Copy of such Tour Programme should be sent to GS Wing in Headquarters through email to saogs@cag.gov.in.

Further, the Special Relief Commissioner & Additional Chief Secretary to Government vide order No. 923 dated 21.02.2021 stressed the need for strict adherence to COVID19 safety protocols in view of recent spike in number of new COVID19 cases in Maharashtra and some other States. All the employees are therefore requested follow safety norms such as; frequent hand washing/ use of alcohol based sanitizer, maintaining social distancing, avoiding congregations and wearing masks etc. They are also requested to promptly disclose information to the Group Controlling Officers of family members/ close relatives tested positive for COVID19.

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/1310

Date: 24 February 2021

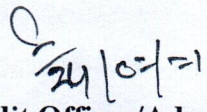
Copy forwarded for information and necessary action to:

1. Secretary to Accountant General (Audit I), Odisha, Bhubaneswar
2. Secretary to Pr. Accountant General (Audit II), Odisha, Bhubaneswar

Pl. upload.
In: Phiman, 24/2/21
25/02/21

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/ 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. He is also requested to follow the guidelines on contact tracing issued by MoHW, GoI.
7. Sr. Audit Officer/OM with a request to follow instructions of preventive measures issued by MoHW such as; sanitization of Office space, supply of hand sanitizers, soap and running water in washrooms, thermal screening provisions etc.
8. AAO/DA&RC with a request to upload the Headquarters instructions in Office-intranet.
9. All Service Associations.
10. Canteen Manager
11. Notice Board/ Guard File.

ofc


24/07/21
Sr. Audit Officer/Admn. (Audit I)