

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

**Date: 23.05.2021**

**OFFICE ORDER No. 26**

In compliance to the headquarters letter No 195/Sampada/11-2020 dated 06.05.2021 and District Administration's order No.Q/Steno/ADM/Sec-144/293/2021 dated 07.05.2021 and No.Q/Steno/ADM/Sec-144/306/2021 dated 16.5.2021, as a preventive measure, it has been decided that the office will operate with a maximum of 10% of headquarters sanctioned staff from 24.05.2021 upto 28.05.2021. All the remaining officials will work from home. Group wise roster will be issued by the respective Group Officers. All the officials who are working from home are instructed to keep their mobile phones 'ON' and submit the assigned work to their superior officer through electronic means in e-office/e-mail. If necessary, they will be called to attend the office by the Group Officers.

The Drawing & Disbursing Officer shall ensure that all necessary, important and urgent works relating to budget expenditure, including salary and other office and contingent expenditures, are done in due time.

Sr. Audit Officer/ General Section & Executive Branch and Caretaker shall ensure adequate watch & ward, cleanliness, safety measures and other essential services in the office and strictly ensure sanitization of all rooms/sections, floors, common areas frequently.

Welfare Section will ensure scanning of all the officials entering the office premises.

All staff should invariably install Aarogya Setu App in their mobiles. Staff coming to office shall follow the appropriate COVID behaviour.

The officials residing in the containment zones shall not attend the office and they will have to immediately inform their reporting officer along with the copy of district administration order regarding demarcation of containment zone.

**(Issued with the approval of the Principal Accountant General)**

**Sd/-  
Dy. Accountant General/Admn**

**Copy for information** (In compliance to the HQ letter Estates: No. 201 -Estates /12-2020 Dated 19 May 2021.) :

**File No.Admn.11/G-4/COVID19**

1. ADAI (Central Region), O/o the Comptroller and Auditor General of India, 9-Deendayal Upadhyaya Marg, New Delhi-110124.
2. Director General (HQ), O/o the Comptroller and Auditor General of India, 9-Deendayal Upadhyaya Marg, New Delhi-110124.

**Sd/-  
Dy. Accountant General/Admn**

**Copy to:-**

1. Secretary to the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior
2. Dy. Accountant General/AMG-I,AMG-II,AMG-III,AMG-IV &AMG-V
3. Sr. Audit Officer/Admn-11, 12,13, 14, CC, Legal Cell, IS Wing, Hindi Cell, General Section, Executive Branch, Caretaker, FAAS(M), FAAP, Welfare Section, Report (PAC), Report (Civil),ITA, PA,AMG-I (HQ), AMG-II (HQ), AMG-III (HQ), AMG-IV (HQ) , AMG-V (HQ).
4. Sr. Audit Officer/IS Wing- for uploading on intranet jernet.
5. Director, CRA O/o DGA(CR), New Delhi Branch Gwalior for information and necessary action.
6. DAG/AMG-I O/o AG(Audit)-II, Bhopal for information and necessary action w.r.t the Branch office of O/o AG(Audit)-II, Bhopal.
7. Guardfile
8. Noticeboard.

**Sd/-  
Sr. Audit Officer/Admn-11**