

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

**Date: 16.06.2021**

**OFFICE ORDER No. 39**

In compliance to the Home Department, Madhya Pradesh Govt. letter no. F 35-09/2020/2/C-2, Bhopal dated 15.06.2021 it has been decided that the office will operate with full capacity w.e.f. 17.06.2021. All officials shall attend the office daily.

The officials posted in field parties, on their return to Gwalior will not attend the office immediately. They will work from home for 5 days and will come to office only if they don't develop any symptoms for COVID19.

It is reiterated that:

- Sr. Audit Officer/ General Section & Executive Branch, the support staff of the sections 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. Report for the same will be submitted to DAG daily.
- Welfare Section will ensure scanning of all the officials entering the office premises by stationing at least two staff at gate. Daily report of the officials coming to the office shall be sent to DAG/Admin by 11:30 am.
- All staff should invariably install Aarogya Setu App in their mobiles. Staff coming to office shall mandatorily follow the COVID Appropriate Behaviour including wearing of double mask, frequent hand sanitization and maintaining 6 feet distance. All the officials who are not vaccinated yet are strictly advised to get vaccinated .
- 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.) :

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 &internet.
5. Director, CRA O/o DGA(CR), New Delhi Branch Gwalior for information and necessary action
6. Sr. 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. Guard file
8. Noticeboard.

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