



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

CIRCULAR

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

The State Government vide order No. 3665/R&DM (DM) Dated 30.06.2021 issued by the Special Relief Commissioner, imposed graded unlocking down throughout the State with effect from 5:00 AM of 1<sup>st</sup> July 2021 (Thursday) till 6:00 AM of 16<sup>th</sup> July 2021 (Friday) with complete weekend Shutdown in Category B districts (Bhubaneswar comes under the jurisdiction of Khordha, a Category B district), starting 2:00 PM of Fridays till 6:00 AM of Mondays every week. Further, in terms of General Administration & Public Grievance Department, Government of Odisha order No. 16924 dated 01.07.2021, the Office shall function with 100 *per cent* attendance of Deputy Secretary and levels above that and those who are fully vaccinated. At least 50 *per cent* of other Officers and staff shall attend on roster basis. The remaining Officers/staff shall work from home.

In view of afore-mentioned orders of State Government, besides, 100 *per cent* attendance of Sr. DAG/DAG level and above, employees who have been fully vaccinated shall attend office compulsorily. The rest of the employees shall attend office on 50 *per cent* roster basis during the graded unlocking period i.e., from 01.07.2021 to 16.07.2021, as per the requirement and roster as decided by the respective Group Officers, under intimation to Administration (Audit I) Section. To adhere to COVID norms, the field audit parties shall work from home as per the assignments allotted, during this period and attend office as and when required. They are however, instructed to be available on telephone and electronic means of communication at all times.

Besides, all the Officers/Officers are requested to strictly adhere to 'COVID appropriate behaviour' issued by the Ministry of Health and Family Welfare, Government of India.

Sd/-

Deputy Accountant General/ Admn. (Audit I)

Memo No. AG (Audit-I)/Admn./Gen/OC/2020-21/288

Date: 06.07.2021

Coy forwarded to the Deputy Commissioner of Police, Police Commissionerate, Bhubaneswar-Cuttack, with a request to take note of this information and facilitate movement of Officers/Staff between residences and Office.

Sd/-

Deputy Accountant General/ Admn. (Audit I)

Copy for information and necessary action forwarded to:

1. Secretary to Pr. Accountant General (Au-II), Odisha.
2. Secretary to Accountant General (Au-I), Odisha.
3. Secretary to Accountant General (A&E), Odisha.
4. Sr. DAG/DAG (AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V)
5. Sr. Audit Officer/ Welfare (Audit I).
6. Branch Officers: OM/OE/T&E/Estate/Hindi Cell/Conf. Cell/Legal Cell/ITA/Report & ECPA/Report (PAC) for circulation and strict observance.
7. Branch Officer/ Hindi Cell with a request to translate the order into Hindi.
8. AAO/DA&RC kindly upload the Circular in Office website.
9. Notice Board.
10. Spare copy.

*S. Kanda*  
06/07/2021  
Sr. Audit Officer/ Admn. (Audit I)