

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II)
ODISHA, BHUBANESWAR**

CIRCULAR

Sub: Preventive measures to contain the spread of COVID-19- (Attendance of Central Govt. Officials regarding).

Office of the Comptroller and Auditor General of India vide letter No.25/Estt/11-2020 dated 31st January 2022 directed to refer to Headquarters' office circular No.05-Sampada/11-2020 dated 4th January 2022 wherein instructions regarding regulating attendance of employees of IA&AD (including outsourced) upto 31st January 2022 was issued in compliance of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), New Delhi OM No.11013/9/2014-Estt.A.III dated 3rd January 2022.

In this connection, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) New Delhi has vide OM of even number dated 31st January 2022 to state that the instructions issued vide the said OM will remain in force upto 15th February 2022 or till further orders whichever is earlier.

In view of the above following instructions are issued for strict compliance our office with immediate effect till 15th February 2022.

- Physical attendance of officers and staff below the level of DAG/Dy. Director (including Outsourced staff) shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. Our office may accordingly prepare physical attendance roster for the period up to 15th February 2022.
- All officers of the level of Branch Officers & above are to attend office on regular basis.
- Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- Those officers/staff who are not attending office and working from home and should be available on telephone and electronic means of communications at all times
- Officers and staff (including outsourced staffs) whose family members close relatives staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers.

In view all staff has to come as per daily roster basis upto 50% as decided by the respective Group Officers, under intimation to Administration section with effect from 01.02.2022 till further orders. All other officers/staff should work from home as per the allotted assignments, during this period. The officers/staff are also requested to be available on telephone and other electronic means of communication at all times.

Sd/-

Deputy Accountant General (Admn)

Date: 01 February 2022

Memo No. Admn(Au-II)/1-55(Vol-I)/2021-22/972

Copy forwarded for information to Director General (ER), O/o the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.

Sd/-

Deputy Accountant General (Admn)

Date: 01 February 2022

Memo No. Admn(Au-II)/1-55(Vol-I)/2021-22/973

Copy forwarded for information to Director General (HQ), O/o the CAG of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.

Sd/-

Deputy Accountant General (Admn)

Date: 01 February 2022

Memo No. Admn(Au-II)/1-55(Vol-I)/2021-22/974

Forwarded for information and necessary action to:

1. Secretary to Pr. AG (Au-II), Odisha, Bhubaneswar
2. DAG (Admn/AMG-I & AMG-II)/ DAG (AMG-III).
3. B.O I/c OE/ OM / Hindi Cell/ Training & Exam/ITA/AMG-I(C)/AMG-II/AMG-III(C) with request to circulate among all the sections under control.
4. B.O I/c Hindi Cell with a request to translate the order in Hindi
5. Notice Board/Spare copy.

Sr. Audit Officer/Admn

 01/02/22