

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), KERALA,
THIRUVANANTHAPURAM

No.AuII/Admn/CAG(Misc)/Covid/33-1/2021-22

Dated : 05.01.2022

OFFICE ORDER NO. 18

In view of Headquarters' Office Circular No. 05-Estt/11-2020 dated 04.01.2022, following instructions are issued for the strict compliance of all officers and staff members of this office.

1. All officials below the level of Sr. DAG/DAG will be attending office on alternate working days as per the duty roster attached. Working day for Batch I will start from 06.01.2022 and Batch II will start from 07.01.2022. This arrangement will continue till 31.01.2022 or until further orders whichever is earlier.
2. The officers/staff who are not required to attend office on a particular day shall work from home unless summoned to office. Such officials should be available on telephone and electronic means of communication at all times.
3. Persons with disabilities, pregnant women employees, official's residing in containment zone (notified by the Government of Kerala) shall be allowed to work from home by the Group Officers concerned based on official's request. Group Officer should ensure that suitable works are allotted to such officials.
4. Work from home does not entail the official to refrain from their official responsibilities and duties. No work should be kept pending due to the reason that the official is not physically attending office.
5. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided
6. All Officers/Staff while attending the office shall ensure strict adherence to the directives of the Central Government, State Government of Kerala and Headquarters office, for the COVID-19 management which includes frequent washing of hands/sanitization, wearing of mask, observing social distancing at all times.
7. Crowding in lifts, staircase, corridors, and common areas including refreshment area and parking areas is to be strictly avoided.

8. Leaving station is not permitted during work from home unless eligible leave has been sanctioned by the competent authority with permission to leave station.
9. Leave sanctioning authorities are directed not to sanction leave to officials exclusively on the days in which they are supposed to attend the office except in emergency situation.

The above arrangement shall continue till 31.01.2022

(Vide orders dated 05.01.2022 of Principal Accountant General)

Sd/-

Senior Deputy Accountant General (Admn & AMG I)

To

- 1. All Group Officers**
- 2. Secretary to PAG/Audit-I/Audit-II**
- 3. ADAI (SR), O/o C&AG, New Delhi (with covering letter)**
- 4. DG (HQ), O/o C&AG, New Delhi (with covering letter)**
- 5. DG (SR), O/o C&AG, New Delhi (with covering letter)**
- 6. All Branch Officers**
- 7. Sr.AO/Welfare**
- 8. Branch Office, Thrissur**
- 9. Sr.AO/OE, Br. Thrissur**
- 10. Notice Board**