



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय,
आन्ध्र प्रदेश, विजयवाडा - 520 002.
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
ANDHRA PRADESH, VIJAYAWADA - 520 002.



PAG(Audit)/AP/Welfare Section/

Dt:20-06-2023

Circular

Sub: prohibition of consumption of pan/gutka/chewing gum/alcohol etc in office premises.

It is noticed that some officials are chewing pan/gutka/chewing gums and spitting them in the office wall corners /washbasins/toilets and also at drinking water facilities in the four floors. This is causing in-convenience to the other staff members and also degrade the decency and decorum of the office. This spitting is also causing water blockages leading to un-hygenic and sanitary conditions in the office premises. This may also lead to spread of infectious diseases.

In this connection, the rules regulating such activities at place of duty are given below:

Rule 22 of CCS (Conduct) Rules,1964 - Government servant shall not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that performance of his duties at any time is not effected in any way by the influence of such drink or drug.

GoI DoPT OM No 11013/3/84-Estt(A), dated 29th March 1984 - The disciplinary authorities should take very serious view of any violation of Rule 22 of the CCS (Conduct) Rules, 1964 and should not hesitate to impose the severest punishment on such Government servants as are proved guilty of violating the said rule.

Rule 2.66 of chapter –II of M.G.P - consuming of the products like pan, gutka etc., in the office premises and spitting is prohibited and also a punishable offense.

Competent authority hereby instructed to all the officials of both the offices

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of Audit and A&E offices that consumption of these products are prohibited in both the office premises at Governorpet and Enikepadu. Any violation of this, will be viewed seriously and appropriate action will be taken against the guilty officials as per the rules in force.

These instructions are issued with the approval of the competent authority

V VIDYASAGAR
Senior Audit Officer/Welfare Section

Copy to :

1. Notice Boards
2. SAO/Welfare, PAG(A&E) with a request to circulate to all the staff of PAG(A&E) office through all modes
3. All Sections of both offices through mail