



महानिदेशक लेखापरीक्षा का कार्यालय, (केन्द्रीय), कोलकाता
OFFICE OF THE DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA
जि. आई. प्रेस बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता - 700001
G. I. P. BUILDING , 8, KIRAN SANKAR ROY ROAD, KOLKATA-700001



(FOR ALL CIRCULATION)

Office Order (Admn. Series) No. 30

Dated: 03.05.2021

In continuation of this Office's Order No. (Admn. Series) 23 dated 21.04.2021, read with the National Directives for COVID-19 management, issued by the Government of India, Ministry of Home Affairs vide Order No. 40-3/2020-DM-I(A) dated 29.04.2021, and keeping in view the unprecedented surge in Covid-19 cases, the following instructions are issued:

- i) As far as practicable, the practice of Work from Home (WFH) is to be followed.
- ii) Physical attendance of the officials (S.A.O. and below) may be kept at 25% of the actual strength, and should not exceed 50%, in any case. For the officials attending office on a particular day, staggering of office hours may be followed, with approval of the Controlling Branch Officer.
- iii) Field audits shall continue, with the work from home (WFH) option, as far as possible. Physical attendance at the auditee units may be kept to a minimum. Respective Group Officers shall issue necessary instructions in this regard for their wings.
- iv) A duty roster of all the Groups/Wings/Sections may be prepared accordingly and approval for the same may be obtained through the respective Group Officer(s).
- v) Overall, the emphasis would be on work output, rather than on physical attendance and hence, work output may be ensured at all levels.
- vi) Officers/ staff, who are working from home on a particular day, should be available on telephone and electronic means of communication, at all times. They should attend office, if called, for exigencies of work. The above instructions/ guidelines shall come into effect immediately and will remain in force until further orders.

-Sd/-
Deputy Director (Admn.)

No. Admn./C/Misc. /Vol IX/Part-II/170 (1-7)

Dated: 03. 05 .2021

Copy to:

1. The Deputy Director (Inspection), O/o DGA (Central), Kolkata.
2. The Deputy Director (RADT-I), O/o DGA (Central), Kolkata
3. The Deputy Director (RADT-II), O/o DGA (Central), Kolkata
4. The Deputy Director (RAIDT), O/o DGA (Central), Kolkata
5. The Deputy Director (Branch Office, Guwahati)
6. The Deputy Director (Branch Office, Port Blair)
7. The Welfare Officer

-Sd/-
Deputy Director (Admn.)