



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

CIRCULAR

Sub: Preventive measures to contain spread of COVID19.

The General Administration and Public Grievance Department, Government of Odisha, vide order No. GAD-COOD-MISC-0001-2018-19831 Dated 31.08.2020 notified that the Departments of State Government and Sub-ordinate Offices in Bhubaneswar and Cuttack shall function with 50 per cent strength of employees (including Group A Officers) during the month of September 2020. All State Government Offices throughout the State will remain closed on Saturdays.

In view of the order of the State Government, the undersigned is directed to state that this Office shall function with 50 *per cent* of staff strength (Groups: A, B & C) during the month of September 2020 i.e., from 01.09.2020 to 30.09.2020, on daily roster basis as decided by the respective Group Officers, under intimation to Administration (Audit I) Section. All other Officers/Staff should work from home as per the assignments allotted, during this period. The Officers/staff are also requested to be available on telephone and electronic means of communication at all times.

All other instructions/circulars to contain spread of COVID19 issued by the State Government / Headquarters Office are to be followed scrupulously.

Sd/-

Deputy Accountant General/ Admn. (Audit I)

Memo No. AG (Audit-I)/Admn./Gen/OC/2020-21/499

Date: 03.09.2020

1. Secretary to Accountant General (Au-I), Odisha, Bhubaneswar.
2. Secretary to Accountant General (Au-II), Odisha, Bhubaneswar.
3. Sr. DAG/DAG (AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V) of Office of the Accountant General (Audit)-I, Odisha, Bhubaneswar.
4. DAG/Admn. (Audit II), Office of the Accountant General (Audit) - II, Odisha, Bhubaneswar.
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) of O/o the AG (Audit I), Odisha, for circulation and strict observance.
7. Branch Officer/Admn., O/o the AG (Audit II), Odisha, Bhubaneswar.
8. Branch Officer/ Hindi Cell with a request to translate the order into Hindi.
9. AAO/DA&RC kindly upload the Circular in Office website.
10. Notice Board/Spare copy.

[Signature]

03/09/2020

Sr. Audit Officer/ Admn. (Audit I)