

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 18.05.2020

To,
All Heads of Department in IAAD
(Except Overseas Offices)

Sub: Preventive measures to contain the spread of COVID19.

Madam/Sir,

Please refer to Order No. 40-3/2020-DM-I(A) dated 17th May, 2020 (copy enclosed) of Ministry of Home Affairs, Government of India. Heads of Department are requested to ensure compliance of the following directives with effect from 18th May, 2020 until further orders:

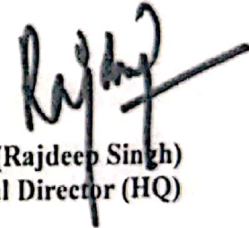
1. All IA&AD offices (including branch and subordinate offices) shall be fully functional, with effect from 18th May, 2020. Implementation of social distancing and other preventive measures at workplace shall be ensured by HoDs through measures like work from home to the extent possible, staggering of work hours and other measures as detailed in 'National Directives for Covid-19 Management' (Annexure II of the MHA Guidelines under reference). A copy of the order issued in Headquarters in this regard is enclosed for ready reference and guidance.
2. Pregnant women officials shall work from home.
3. **Containment Zones:** No office in a containment zone shall open; as a corollary, no official living in the containment zone shall attend office.
4. MHA Guidelines provide discretion to States/UTs to prohibit certain activities in various zones (Containment, Buffer, Red, Orange and Green zones as notified by State/UT/ Local authorities), or impose such restrictions as deemed necessary based on their assessment of the situation. If State/UT/Local authorities impose such specific restrictions, HoDs have to ensure their strict compliance. For this, HoDs may take

appropriate decisions in consultation with the concerned State/UT/Local level implementing authorities.

5. Touring within the state by field audit teams of all Audit Offices is permissible subject to offices of the auditable entities being open; availability of suitable staying place for audit teams where social distancing norms and 'National Directives for Covid-19 Management' can be followed; and availability of intra-state transportation means. This is in partial supersession of HQ office order no. 634/1204/PD(P)/2019-20/Vol.II dated 18.03.2020 whereby all tours were suspended until further orders.
6. Guidelines for inter-state touring by field audit teams of Audit Offices shall be issued by Headquarters in due course.
7. In case of any doubts, clarification/guidance may be sought from local authorities and/or Headquarters.

Encl: As above.

Yours faithfully,



(Rajdeep Singh)
Principal Director (HQ)