

**CDN/MF.CGA/WFH/2021/1**  
**Ministry of Finance**  
**Department of Expenditure**  
**O/o Controller General of Accounts**  
**Mahalekha Niyantak Bhawan**  
**E-Block, GPO Complex, INA**  
**New Delhi-110023**

Dated : 26<sup>th</sup> April, 2021

**Office Order**

Keeping in view the steep increase in the number of Covid-19 positive cases of official/staff in the office of the Controller General of Accounts. It has been decided that all categories of employees/outsourced personnel should Work From Home with the immediate effect and up to 30<sup>th</sup> April, 2021. However, if physical presence of an employee is required in office, the concerned officer/staff may be asked to attend office during the said period by the concerned Addl.CGA/Jt.CGA.

All the officers and staff are accordingly advised to Work From Home till 30.04.2021. They shall remain available through electronic means for the smooth functioning of the office during this period.

It is required that all officers and staff must maintain record of their own attendance and the work done by them and also share with their Divisional head (ACGA/DCGA) who will monitor the same and ensure that the work of the division continues smoothly.

This issue with the approval of Controller General of Accounts.

  
**(Dr. Richa Pandey)**

Asstt. Controller General of Accounts (CDN)

- To,
1. Sr,PPS to CGA
  2. PS to Addl. CGAs
  3. All Jt.CGAs
  4. All DCGAs/ACGAs
  5. All Section In-charge, O/o CGA,

Copy to :  
PS to Secretary (Expenditure), North Block, New Delhi