

OFFICE ORDER

Ministry of Home Affairs vide Order No. 40-3/2020-DM-I(A) dated 23.03.2021 has issued guidelines for effective control of Covid-19 which will be in force upto 30.4.2021. Copy of MHA's order is enclosed for information and compliance. In view of above order issued by MHA and in light of Headquarters circular no. 179-Estate/11-2020 dated 05.04.2021 following instructions are issued:-

1. All the Sr. AOs and AAOs shall attend office on all working days.
2. All MTS(s) shall attend office on all working days and ensure cleanliness of their respective sections.
3. For regulating the attendance of rest of the staff, all Branch Officers shall prepare a roster duly approved by their Group Officers, so as to ensure that 33% of staff work from home every day. Roster arrangement shall be in force till 30.04.2021 or until further order.
4. All Officers/staff residing in the containment zone shall be exempted from coming to office till the containment zone is denotified. They shall intimate this office immediately about containment zone as notified by district administration.
5. Those Officers/staff who are not attending the office on a particular day shall work from home and they should be available on telephone and electronic means of communication at all times.
6. The functional wings shall ensure that officers and staff who attend office observe staggered timings to avoid over-crowding in offices in following manner:

1 st floor	GD, Hindi Section, FINAT, Claim-I, Claim-II, DA Group	9:00 AM to 5:30 PM
	Establishment, ITA, Performance Audit section, Report (AMG-IV), PPG, RTI, All Secretariats	9:30 AM to 6:00 PM
	Welfare, Estate Cell, Record, Confidential Cell, Trg. & Exam, Cash, AMS	10:00 AM to 6:30 PM
4 th floor	AMG-III	9:00 AM to 5:30 PM
	AMG-II, AMG-I(TSC), Report (AMG-I), PAC, Admin-II	9:30 AM to 6:00 PM
	AMG-V including secretariat	10:00 AM to 6:30 PM
5 th & 6 th floor	FAW	9:00 AM to 5:30 PM
	AMG-I, Report (AMG-II & III), Report AMG-V	9:30 AM to 6:00 PM
	AMG-IV	10:00 AM to 6:30 PM

Accordingly, staggering of lunch breaks is to be done, as far as feasible.

7. All Officers/staff falling in the priority groups (as per recommendation of the NEGVAC) are encouraged to get vaccinated against Covid-19 in the ongoing vaccination drive launched by the Govt. of India throughout the country.
8. All the Officers/staff shall scrupulously follow Covid appropriate behaviour and other precautionary instructions issued by MoHFW and MHA under Disaster Management Act from time to time.
9. All other instructions issued vide office order no. Estt (Au)/Covid-19/20-21/C-337 dated 24.02.2021 shall also be scrupulously followed.
10. Above instructions shall be in force with immediate effect.

This issues with the approval of the Accountant General.

Sd/-

Dy. Accountant General (Admn)

Copy for information and necessary action to-

1. Secretary to Accountant General (Audit), Bihar.
2. All Group Officer's Secretariat.
3. Sr. Audit Officer of all controlling groups & sections.
4. Sr. Audit Officer/AMS for uploading this order on official website.
5. Office Order file.
6. Notice Board.

Admn
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Sr. Audit Officer (Admn)