

Telephone – 2225634



Fax – 0612 – 2221056

प्रधान महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना  
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

पत्रांक/No. Admn-1/(A&E)/Covid-19/21-22/C-266

दिनांक/ Date: 05.01.2022

### Office Order

In terms of Headquarters' office letter No. 05-Estate/11-2020 dated 04.01.2022 regarding preventive measures to contain the spread of Novel Corona virus (COVID-19), following instructions are issued with immediate effect till 31.01.2022:

1. All officers of the level of DAG & above shall attend office on regular basis.
2. All Sr. AOs shall attend the office on regular basis.
3. For regulating the attendance of officers/staff, all Branch officers/Controlling officers of Admn., Accounts, Works & Fund wings shall prepare a roster duly approved by their Group Officer so as to ensure that 50% of officers and staff attend office and the remaining shall be instructed to work from home on alternate day basis.
4. Roster of following sections of Pension and GE wings shall be regulated as follows with instructions to achieve the prescribed target of disposal of work within stipulated time:

Wings	Monday, Wednesday & Friday	Tuesday, Thursday & Saturday
Pension Wing	Pension- 3, 5, 7, 9, 11, 13, 15, 17, 19 & 21	Pension-2, 4, 6, 8, 10, 12, 14, 16, 18 & 20
GE Wing	GE- 1, 3, 5, 7, 9 & 11	GE- 2, 4, 6, 8, 10 & 12

5. All Branch officers/Controlling officers of Pension-01, EDP, PRC, Pension Dispatch, Typing Pool, GM & GERC shall prepare a roster (Monday to Saturday) duly approved by their Group Officer so as to ensure that 50% of officers and staff attend office and the remaining shall be instructed to work from home on alternate day basis.
6. Roster of AAOs of Admin, Accounts, Works wing and sections mentioned at para 5 may be prepared by respective controlling sections with their standby arrangement.
7. All MTS(s) shall attend office on each working day and ensure cleanliness of their respective sections.
8. Person with disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home till further orders. They will require to intimate in this regard to their concerned Branch Officer in writing.
9. The office shall observe staggered timings to avoid over-crowding in following manner:

Accounts, Works and GE Wing	9:00 AM to 5:30 PM
Admin, Pension & Fund Wing	10:00 AM to 6:30 PM

10. All officers/staff residing in containment zone shall be exempted from coming to office till the containment zone is denotified. They shall intimate this office immediately with the notification of containment zone by district administration.
11. Officials who are not scheduled to attend the office on any particular working day shall continue working from home and be available by electronic means; the controlling officers might call them in order to complete important assignments.

12. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided. As far as possible, physical movement of files within the office and postal correspondences with other offices shall be minimized. All officials are advised to work electronically.
13. Officers and Staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers, failing which they shall be liable for disciplinary action.
14. No official shall leave his/her respective sections during working hours unless it is very necessary and must wear the protective mask and maintain social distance in the office.
15. Sr. AO/GD shall ensure thermal scanning/sanitizers at entry point and complete sanitization of the office on every weekend in addition to regular cleaning/sanitization.
16. The guidelines provided by Headquarters' office and Ministry of Home Affairs time to time in order to prevent the spread of COVID-19 must be followed. Officials facing any difficulties in this regard are advised to immediately contact their respective Sr. AOs.
17. Normal visitors entry shall remain prohibited till further orders.

This issues with the approval of Pr. Accountant General.

Sd/-

Dy. Accountant General (Admn.)

**Copy for information:**

Shri Surinder Kumar,  
Sr. Administrative Officer, Protocol/Estate/IT  
O/o the Comptroller & Auditor General of India,  
9, Deendayal Upadhyaya Marg  
New Delhi- 110124

Sd/-

Dy. Accountant General (Admn.)

**Copy to:**

1. Secretary to P.A.G. (A&E), Bihar, Patna.
2. Secretary to A.G. (Audit), Bihar, Patna.
3. Dy. Accountant General (Admn & GE) Sectt.
4. Dy. Accountant General (A/cs, VLC & Works) Sectt.
5. Dy. Accountant General (Pension & Fund) Sectt.
6. All officials of O/o the PAG (A&E), Bihar, Patna through WhatsApp/Telegram.
7. Notice Board.
8. ITS for uploading on official website/intranet.

  
Sr. Accounts Officer (Admn-I)