

महालेखाकार (ले0&ह0) का कार्यालय

बीरचंद पटेल पथ,

पटना, बिहार - 800001



OFFICE OF THE ACCOUNTANT  
GENERAL (A&E),

BIRCHAND PATEL PATH  
PATNA, BIHAR - 800001

**SUPREME AUDIT INSTITUTION OF INDIA**

लोकहितार्थ सत्यनिष्ठा

**Dedicated to Truth in Public Interest**

No. Admn-I/(A&E)/e-office(94)/24-25/ C-376

Date - 10.03.2025

### Office Order

E-office is being used by all sections/employees of this office in the light of directions received from the Headquarters' Office.

2. It has come to notice that some sections are still using physical mode of communication for various sectional notes/ requisitions/ reports. In this regard, it is hereby directed that while making communication with other section i.e. sectional notes/requisitions/reports etc. all Section must use e-office only.

3. It has also been noticed that various Office orders related to Transfer & Posting, Joining, Relieving etc. are being sent to all controlling sections but, accordingly no immediate action is taken for re-mapping/updating of transferred employee in e-office. Similarly, prior to superannuation of employee, no action is taken by the concerned section regarding disposal of e-office pendency as well as ID deactivation. Thus, all controlling sections are directed to take prompt & appropriate action and keep proper monitoring on these issues.

4. All employees are hereby also directed to monitor their e-office (Receipt/ Files/Received Letters/Inbox etc.) on daily basis at regular intervals.

5. All drafts and it's enclosures(whenever signature required) which is to be placed before the higher authority for approval/signature, should be in editable format.

6. This office order is being issued for strict compliance with immediate effect.

*[Handwritten signature]*  
10/03/2025

Sr. Dy. Accountant General (Admn)

Copy forwarded to:

1. A.G. (A&E) Secretariat for information.
2. Sr. D.A.G. (Admn & GE) Secretariat for information and further action.
3. D.A.G. (A/cs, VLC & Works) Secretariat for information and further action.
4. D.A.G. (Pen & Fund) Secretariat for information and further action.

- 5. Sr. AO- TM/ GM/ WM-I/ Pen-I for strict compliance.
- 6. Sr. A.O/ AAO- All sections under Admn Wing.
- 7. Data Manager/ITS for information, necessary action and uploading on official website.

  
 Sr. Accounts Officer (Admn-I)

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 Sr. Accounts Officer (Admn-I)