



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

पत्रांक / No. Admn-I/(A&E)/Covid-19/20-21/C-74

दिनांक/ Date: 31.07.2020

### Office Order

In continuation to the office order issued vide Admn-I/(A&E)/Covid-19/20-21/C-74 dated 24.07.2020 and keeping in view the order issued by Home Department, Govt. of Bihar, Patna dated 30.07.2020, the following instructions shall be effective from 01.08.2020 till further orders:

- All the Sr. AOs shall attend office on each working day.
- Sr. AOs of the controlling sections shall prepare a roster of officials posted in the respective wing duly approved by concerned Group Officers ensuring 50% attendance on each working day.
- Officials residing in containment zone need not attend the office until relaxation in containment zone.
- 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.
- Duty of outsourced, secretariat & canteen staffs shall be decided by their respective officer in-charge.
- No officials shall leave headquarters without taking prior permission of Sr. DAG (Admin).
- Official who experience any symptoms of COVID-19 must immediately seek medical attention and inform the office along with their probable contacts.
- 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.
- Each official shall maintain a logbook (format enclosed) of their contacts during office hours and submit the same to their reporting officer at the end of the day. Reporting officers shall prepare a weekly report of the same and further submit to their group officer.
- 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.
- All MTS(s) shall attend office on each working day and ensure cleanliness of their respective sections.
- 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.

This issues with the approval of Pr. Accountant General.

Sd/-

**Sr. Dy. Accountant General (Admn.)**

4. All officials of O/o the PAG (A&E), Bihar, Patna through WhatsApp/email.
5. Notice Board.
6. ITS for uploading on official website/intranet.

**Sr. Accounts Officer (Admn-I)**