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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-190

दिनांक/ Date: 27.11.2020

### Office Order

Keeping in view the ongoing pandemic of Covid-19, following instructions are issued with immediate effect till 31.12.2020 in terms of Headquarters' letter No. 346-Estates/11-2020 and Home Department (Special Branch), Govt. of Bihar Order No. G/Disaster-06-02/2020-6344 dated 26.11.2020:

- All the Sr. AOs and AAOs shall attend office on each working day.
- All the Sr. AOs shall prepare a roster of officials posted in the sections under their charge duly approved by concerned Group Officers ensuring 50 % attendance.
- Officials residing in containment zone need not attend the office until relaxation in containment zone. They shall intimate this office immediately with the notification of containment zone by district administration.
- 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.
- Person with disabilities and Pregnant women employees shall work from home till further orders. They will require to intimate in this regard to their concerned Branch Officer in writing.
- Station Leave permission shall only be granted in exceptional circumstances by the prior approval of Sr. DAG (Admn).
- Departmental Canteens/Tiffin Rooms shall remain closed until further orders.
- Duty of outsourced, secretariat & canteen staffs shall be decided by their respective officer in-charge.
- The office shall observe staggered timings to avoid over-crowding in following manner:

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

The timing of Accounts & Works Wing shall be from 9:00 AM to 5:30 PM on completion of the current work of Review of monthly accounts.

- The SOP on preventive measures to contain the spread of COVID-19 in workplace settings, issued on 04.06.2020 by the GoI, MoHFW shall be followed scrupulously in all respect.
- 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.
- 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.
- 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.
- The instructions issued vide office order no. C-90 dated 05.08.2020 related to granting of leave for the period of Work from Home shall prevail.

This issues with the approval of Pr. Accountant General.

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

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

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