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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-232

दिनांक/ Date: 06.01.2021

Office Order

In the light of Min. of Home Affairs order No. 40-3/2020-DN-I(A) dated 28.12.2020 and in compliance of Home Department, Govt. of Bihar order No. 09/अ०मु०स०को०/2020-442 dated 29.12.2020, following instructions are issued with immediate effect till further orders:

- 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. They shall continue working from home and be available by electronic means; the controlling officers might call them in order to complete important assignments.
- Station Leave permission shall not be granted as a matter of routine and must be granted in exceptional circumstances. Any period of quarantine arising as a consequence of station leave shall be covered by the official's leave.
- Departmental Canteens/Tiffin Rooms shall remain closed until further orders.
- 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.

- 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 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.

Sd/-

Sr. Dy. Accountant General (Admn.)

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

Sr. Accounts Officer (Admn-I)