

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) BIHAR, PATNA**

No./Estt (Au)/Misc Report/21-22/ C-72

Date- 10.06.2021

**OFFICE ORDER**

It has been decided to update employee database to include details such as emergency contact number of staff, emergency contact person, Covid vaccination details etc. among other things. In this regard, reference is invited to letter no. Estt (Au)/T&P/Misc.21-22/39 dated 07.06.2021 whereby photograph and contact numbers of staff were sought. Now, as directed, all staff of this office shall provide their details only through Google form by using the following link <https://forms.gle/XKzeHfk76gwYQtpc9> and submit their response.

It shall be the responsibility of the Branch officers/ Sectional heads to ensure that the information is provided by all the officers/officials posted in their Wing/section latest by 17.06.2021.

This should be given top priority.

Sd/-  
Sr. Audit Officer (Admn)

**Copy for information and necessary action to-**

1. Secretary to Accountant General (Audit), Bihar, Patna.
2. All Group Officer's Secretariat.
3. Secretariat of Dy Director/Central Sector.
4. Sr. Audit Officer/All Controlling AMGs/Sections.
5. Sr. Audit Officer/AMS with a request to upload the order on office website.
6. Office Order file.
7. Notice Board and WhatsApp Group of all associations.

Sd/-  
Sr. Audit Officer (Admn)