

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) BIHAR, PATNA

No. Estt (Au)/Restructuring-II/21-22/C-110

Date: 06.07.2021

OFFICE ORDER

Following structural changes are made in the existing arrangement of the Administration of this office which will come into effect from 01.08.2021:-

1. The presently functional Establishment Section is renamed as Admin I.
2. Establishment (henceforth Admin-I) and Admin II sections that are dealing with matters related to staff of Civil Audit cadre and LAD cadre respectively, **will from now on deal with matters related to staff of both the cadres**. The work distribution between the two sections will be as below:-

Distribution of work between Admin I and Admin II

<u>Admin I</u>	<u>Admin II</u>
<u>Promotion:</u>	<u>Pension:</u>
1. Sending DPC proposal for promotion in Sr. Audit Officer Cadre to Hqrs' office.	1. Calculation of Gratuity/Leave encashment/commutation and pension of retirees and matters related to death cases.
2. Promotion of different cadre of Gr "B" & "C" and conducting meeting of DPC for the purpose	2. राजपत्रित एवं अराजपत्रित अधिकारी/कर्मचारी के सेवानिवृति लाभों से संबंधित मासिक/त्रैमासिक प्रतिवेदन।
3. MACP/ACP of different cadres of Gr "A", "B" & "C" and conducting meeting of DPC for the purpose	3. सेवानिवृत्त अधिकारी/कर्मचारी के अंतिम वेतन प्रमाण पत्र/ CGHS कार्ड समर्पित मद में रोक दी गयी राशि की विमुक्ति।
4. Grant of Non-Functional Up-gradation to AAOs after completion of 04 years in the cadre.	4. Preparation of Revised Estimate and Budget Estimate regarding Expenditure on employees retiring from the office.
5. Granting Qualification pay and Special Pay to the officials on passing relevant examination	5. Issuing Office orders/circulars regarding pension and List of Gazetted Holiday & Restricted Holiday during a year.
6. Maintenance of Promotion Roster of all cadres.	6. Maintenance of Register of Books/Service Books of Retired employee.
7. Issuing Employee ID of newly joined officials	7. Addition/Correction in PPOs of the retired employee, as and when request received.
8. Preparation and Updation of Gradation List	8. Misc. work related to retired official, pension etc.
9. Granting advance increment to Sr. Auditor & Group-B Gazetted Officer after passing relevant examination (Incentive exam, CPD, RAE exam etc.)	9. Revision of pension.
10. Furnishing various Reports and Returns to Headquarters' office	10. RTI reply related to Pension
11. RTI reply related to promotion, MACP/ACP and seniority	
12. Dealing with court cases related to promotion.	
13. Misc. work related to promotion, ACP/MACP as and when assigned	
<u>Budget:</u>	<u>Deputation:</u>
1. Vouching of monthly expenditure and compilation & reconciliation with	1. Forwarding application of deputation to other offices.

Handwritten notes:
St. V. S. D.
Pl. noted all officials
Ans. Dept.
4/2/21

	PAO/Submission of monthly Review of expenditure to Hqrs' office.
2.	Submission of TA/LTC Minor works report to Hqrs' office.
3.	Submission of Monthly expenditure of '7610' Loans and Advances, Preparation of Budget Regarding 7610 Loans and Advances to Hqrs' office.
4.	Submission of Quarterly Returns:- (i) Return regarding expenditure of pay and other Allowances (Other than 'OE') (ii) Returns of Deputation/Delegation sent abroad (iii) Returns in respect of reconciliation of expenditure with PAO
5.	Transfer Entry with PAO, Reconciliation of expenditure figure with Claim/GD Section
6.	Issuing office order regarding Honorarium of Non-Gazetted and Gazetted officials.
7.	Demand of Allotment under various head, Surrender of funds
8..	Election of Recreation Club.
9	Preparation of Revised estimates and Budget estimates, of office.
10.	Nomination of DDOs

2.	Dealing with/processing application of deputation in this office received from different offices.
3.	Deputation extension of officials who are on deputation in this office.
4.	Deputation extension of officials who are on deputation to other offices.
5.	Preparation & submission of half yearly report of deputation.
6.	Preparation & submission of monthly diary of deputation.
7.	Issuing Office Order regarding deputation request received from various offices.
8.	Dealing with issues related to past cases of deputation-cum-eventual absorption.
9.	Issuing Circular for deputation-cum-eventual absorption and processing of applications received in this regard.
10.	Cases of recovery of Leave Salary Contribution and Pension Contribution.
11.	Issuing Office Order for UN Audit Exam and scrutiny of applications received for the same.
12.	Nomination for empanelment for Embassy Audit & Overseas/Foreign posting.
13.	Approval of tour programme related to Exam/Interview/Training for Embassy Audit /UN Audit/Overseas posting/Foreign posting
14.	Cases of temporary deputation to Haj (Saudi Arabia Jeddah)

Leave:

1.	Issuing Residence Certificate/Service Certificate etc.
2.	Issuance Identity certificate NOC for Passport to the officials.
3.	Dealing with Paternity leave, Maternity leave, commuted, HPL Extra ordinary leave, Child Care leave etc. of the officials of this office.
4.	Earned leave of the section.
5.	Maintenance of event register.
6.	Ex-India Leave permission to the officials
7.	Special Casual Leave, Compensatory Leave

Leave:

1.	Earned leave of the section.
2.	Maintenance of event register.

Transfer & Posting:

1.	Submission of various reports and returns:- (i) Annual reports regarding reservation for Ex-Servicemen/ physically handicapped persons and filling up the vacancy by the
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Appointment:

1.	Appointment of directly recruited candidates nominated by Staff Selection Commission in various Group B&C cadre
2.	Appointment under Sports Quota.

	<p>appropriate candidates, Representation of SC/ST/OBC, women, minorities in IA&AD.</p> <p>(ii) Half Yearly reports regarding vacancy of physically handicapped persons/Ex servicemen in Gr. 'C' and 'D', representation of members of minority community and appointment of retired officials on contract basis.</p> <p>(iii) Quarterly reports regarding statement showing excess/deficit in AAO/Sectional Officer cadre and distribution of officers/officials in various sectors/wings.</p> <p>(iv) Bi-monthly reports regarding complete certification of ST certificates of the ST candidates appointed on or after 01.01.1995.</p> <p>(v) Monthly reports regarding SS & MIP in respect of all cadres and SS/MIP of Sr.AO/AAO of commercial cadre and online updation of Data of employees of this office.</p> <p>(vi) Miscellaneous reports/returns which is sought time to time by the Hqrs. Office.</p> <p>(vii) Various Internal Reports>Returns which is sought time to time by the Sectors/Sections.</p>
2.	Preparation of Projected PIP for Annual Audit Plan.
3.	Submission of Reports to Hqrs. Office regarding vacancy position to be filled through direct recruitment by SSC.
4.	Maintenance of Personal Files of IA&AS officers posted in this office and dealing with their various service matters viz. joining/relieving/CTC on transfer & posting, resignation/Leave/ Promotion to senior time Scale Pay/Permission for Exam/forwarding of representation/request letter to Hqrs. office for transfer to other place etc.
5.	Maintenance of records of deployment of staff in different sectors/sections for all cadres.
6.	Maintenance of records of History Sheet/posting details of all cadres.
7.	Processing and Dealing with the request of Mutual Transfer.
8.	Dealing with Transfer and Posting orders issued from Hqrs. office of Sr.AO/AAO of commercial cadre and processing of their request to change their base station/transfer

3.	Appointment on Compassionate ground.
4.	Regularisation of past services of officials who have joined this office after tendering technical resignation in their previous office.
5.	Preparation of service books of newly joined officials.
6.	Appointment on transfer on deputation in various ex-cadre post like Welfare Officer, Welfare Assistant.
7.	Verification of character and antecedents of officials.
8.	Verification of certificates (educational, caste) of officials.
9.	Preparing & Sending Yearly and Half-yearly report on appointment on compassionate ground to Hqrs' office.
10.	Reports on appointment in various cadres as and when sought by Hqrs' office.
11.	Preparation of replies of information related to appointment sought under RTI Act, 2005.
12.	Confirmation of officials in the entry Grade.
13.	Creation & maintenance of personal files of officials.
14.	Dealing with court cases related to appointment (preparation of SOF)
15.	Collection of report of performance of MTS from their controlling sections & submission of the same to the competent Authority
16.	Dealing with various matters related to appointment viz scrutiny of dossiers, returning of dossiers to concerned SSC of the candidates who do not join.
17.	Any other matter related to appointment as and when required.

	to other office/base station, Joining on promotion/transfer and Relieving on Transfer/ promotion /Resignation etc.
9.	Inter/Intra office Transfer and Posting of officers/officials of all Gr. A (Non-IA&AS), 'B' & 'C' cadres.
10.	Preparation and submission of reply of RTI related to Transfer and Posting related matters.
11.	Joining of the candidates/officials on direct recruitment/on returning from leave/promotion etc.
12.	Work related to performance review of the officers/officials under rule FR 56 (j) and CCS pension rule 48.
13.	Reporting the unauthorised absence of the employees to the confidential cell.
14.	Miscellaneous work related to employee database and its updation

Miscellaneous:

1.	Compliance of objection of ITA/Peer review
2.	Misc. work e.g. Nomination for in house training, Nomination for RTI Ranchi, Hindi Karyashala etc.
3.	Compliance of objection of DG(Inspection) team.
4.	Work related to Lok sabha / Vidhan sabha Election.

Diary & Typing:

1.	Diary of letters received in the section.
2.	Preparation of Diary reports e.g. CAG, Email/Fax, General half weekly and weekly.
3.	Preparation of disposal of Letters
4.	Preparation of Absentee Statement monthly
5.	Preparation of Hindi reports Quarterly/ Other reports
6.	Preparation of Calendar of Return.
7.	Sending EL application in original to Claim-I section monthly.

Miscellaneous:

1.	Compliance of objection of ITA/Peer review
2.	Work related to request of Change of Home Town by the officials.
3.	Misc. work e.g. Nomination for In-house training, Nomination for RTI Ranchi, Hindi Karyashala, etc.
4.	Forwarding of application /Permission regarding examination i.e. UPSC, BPSC and other recruitment examinations/admission in various courses.
5.	Issuing NOC for appearing in Exam, Interview, etc.
6.	Granting of permission for purchase of movable/immovable property for Gazetted /Non Gazetted Officials.
7.	Compliance of objection of DG(Inspection) team.

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8.	Maintaining CL & RH application of officials of the section	8.	Maintaining CL & RH application of officials of the section
9.	Other miscellaneous work as and when assigned.	9.	Other miscellaneous work as and when assigned.

3. The Sectional Heads will ensure proper Handing over and Taking over of all the relevant files, registers and documents etc. wherever required.
4. Welfare Assistant posted in Welfare section of Admin group will from now report his work to AAO/GD. This arrangement is only for administrative purpose. Sr. AO/GD, Welfare & Estate shall continue to be the supervisory officer as earlier.

Sd/-
Dy. Accountant General (Admn)

Copy for information and necessary action to-

1. Secretary to the Accountant General (Audit), Bihar, Patna.
2. All Group Officers' 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/Notice Board


 Sr. Audit Officer (Admn)