

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) PUNJAB,
CHANDIGARH.**

O.O.No. Admn I Adv/21-22/209

Dated: 25.10.2021

ADVISORY OFFICE ORDER

The competent authority has observed that the office work is not being maintained as per codal requirements. As such all the Branch Officers/Asstt Accounts Officers are advised to direct the staff working under their control to ensure that following parameters are followed.

1. **Distribution of work:-** All branch officers/AAO shall ensure that the distribution of sectional work allocated to each official under their charge is maintained after obtaining approval from the competent authority
2. **Maintenance of Attendance register:** - Leave of each official should be properly marked and the column should not be left blank. The leave availed by the officials/officers should be marked in attendance register and the attendance register should be closed at the end of each month duly approved by Branch officers. The CL/RH should be properly entered in the prescribed proforma form No. MHA-(2)SY-189 (attached on the last page of attendance register. While availing EL / HPL, practice regarding submission of departure report, arrival report and permission to leave the station (where applicable) must be followed.
3. **Charge report:** - Whenever the official retires/resign from service or transferred to another section/wing he/she should prepare his/her charge report duly countersigned by AAO's and should be kept in sectional charge report file.
4. **Calendar of return:** - Every sectional incharge should prepare the Calendar of Return (COR) register and monitor the returns to be submitted to the competent authority and due dates of submission of COR reports must be observed as per codal provision.
5. **Transit Movement Register:-** Movement register is a tool in the hand of AAO concerned to exercise his control over the movement of his sectional staff. Asstt. Accounts Officer should watch the movement of each official through movement register by countersigning each entry of officials departure time and entry time after accomplishing his/her official task. Report thereof should be submitted on every Friday for approval of Branch Officer concerned and on last Friday of month to the Group Officer concerned.

6. Codal provisions may strictly be adopted while submitting correspondence/noting etc.
7. **Cleanliness**:- Cleanliness and hygiene should be maintained by all in office.

Non compliance of above orders will be viewed seriously and failure to compliance of above orders concerned Sr. Accounts Officers/Asstt. Accounts Officer will be held responsible.

Sd/-
Deputy Accountant General (Admn.)

No. Admn-I/Advisory orders/2021-22/1920-26

Dated: 25.10.2021

Copy of above is forwarded to:

1. Secretary to Pr. Accountant General.
2. P.A. to all Group Officers
3. All Branch Officers
4. All Asstt. Accounts Officers
5. Office order file
6. Notice Board
7. I.T Support cell for uploading on official website.


Sr. Accounts Officer (Admn-I)