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महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE ACCOUNTANT GENERAL (A & E), BIHAR, PATNA

पत्रांक/No.Admn-I/(A&E)/ Biometric(1299)/23-24/C- 211

दिनांक/Date: 13.12.2023

कार्यालय आदेश/Office Order

In the light of Office Order No. Admin-I (Au)/Biometric/23-24/C-302 dated 05.12.2023 issued by O/o the Pr. Accountant General (Audit), Bihar, Patna, following instructions are issued with immediate effect regarding Biometric Attendance System:

1. Use of punch card/ID card has been disabled from 06.12.2023 in the light of abovementioned order.
2. All the officials will mark their attendance through biometric i.e. fingerprints as well as physical attendance register simultaneously.
3. The officials who face problem while marking attendance through fingerprint will register their complain in a register in GD section with details such as name, designation, employee ID/card No., section.
4. GD section will maintain a complaint register of such officials and convey the details to GD section (Audit) on weekly basis i.e. on every Monday for rectification of errors/ non-reading of biometrics.

Sd/-
Dy. Accountant General (Admn.)

Copy to:

1. Secretary to PAG (Audit), Bihar, Patna
2. Secretary to A.G. (A&E),
3. D. A. G. (Admn) Sectt., O/o PAG (Audit), Bihar, Patna
4. D.A.G. (Admn & GE) Sectt.
5. D.A.G. (Pen & Fd) Sectt.
6. D.A.G. (A/Cs, V.L.C & Works) Sectt.
7. All Sr. AOs/AAOs-TM, WM-I, GM & Pen-01
8. Data Manager /AAO-ITS to upload on official website.
9. All the officials of this office through internal social communication Groups.

Sr. Accounts Officer (Admn-I)