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

पत्रांक/No.Admn-1/(A&E)/अनुशासन(101/e-office)/23-24/C- 258

दिनांक/Date: 18.01.2024

कार्यालय आदेश/Office Order

Despite of necessary instructions issued earlier vide O.O. No.- C-234 dated 16.01.2023 and O.O. No. C-56 dated 29.05.2023 (copy enclosed) regarding precautions to be taken while putting up the files, it has been noticed that the norms are being overlooked which has been viewed seriously by the Administration.

Therefore, all the reporting officers are hereby directed to ensure the compliance of the issued instructions by their subordinates while putting up the files.

Encl:-As above.

Sd/-
Dy Accountant General (Admn)

Copy to:

1. A.G. (A&E) Sectt.
2. Sr. D.A.G. (Admn & GE) Sectt.
3. D.A.G. (Pen & Fd) Sectt.
4. D.A.G. (A/Cs, V.L.C & Works) Sectt.
5. All Sr. AOs/Data Manager
6. Sr. AO/AAO-TM, WM-I, GM & Pen-01 for compliance.
7. ITS-for uploading on official website.
8. All the officials of this office through internal social communication Groups.

Sr. Accounts Officer (Admn-I)

09/2023



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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)/अनुशासन(1299)/23-24/C- 56

दिनांक/Date: 29.05.2023

कार्यालय आदेश/Office Order

Certain instructions were issued earlier vide O.O. No.- C-234 dated 16.01.2023 regarding precautions to be taken while putting up the files. However, it has been noticed that the said instructions are being overlooked while putting up the files. It is reiterated to adhere to the following directions: -

- (i) The files must have decent appearance. Rough, old and torn covers must be replaced by new ones.
- (ii) The files should not be voluminous. If necessary, the files should be kept in volumes viz I, II, III etc.
- (iii) Leaves in the files should be well arranged marked with page numbers. Proper referencing should be made, and flags must be affixed to the pages in the files wherever necessary.
- (iv) Files must bear Index number with necessary description thereon in bold letters.
- (v) Gist of the case explaining the background, analysis of issues involved, rule position and proposal/recommendation complete in all respect should be part of the notes submitted by the concerned officials.

This is for strict compliance.

(Authority: AG's order dated 29/05.2023 in the concerned file)

Sd/-

Dy Accountant General (Admn)

Copy to:

1. A.G. (A&E) Sectt.
2. D.A.G. (Admn & GE) Sectt.
3. D.A.G. (Pen & Fd) Sectt.
4. D.A.G. (A/Cs, V.L.C & Works) Sectt.
5. Sr. AO/AAO-TM, WM-I, GM & Pen-01.
6. All the officials of this office through internal social communication Groups.
7. All Sr. A.O.

[Signature]
Sr. Accounts Officer (Admn-I)