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प्रधानमहालेखाकार (ले० एवं ह०) कार्यालय, बिहार, पटना
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

पत्रांक/No. Admn-I/(A&E)/Covid-19/20-21/C-73

दिनांक/ Date.: 19.07.2020

Office Order

In continuation to this office order No Admn-I/(A&E)/Covid-19/20-21/C-71 dated 15.07.2020 and considering the present outbreak of Covid-19 cases in our office, following instructions are hereby issued in order to contain the spread of the Covid-19 epidemic in our office. These instructions shall be effective from 20.07.2020 to 26.07.2020:-

- Officials involved in the preparation of Monthly Civil Accounts, Salary Payments, Pension Payments and compliance of urgent court cases shall attend office on the above mentioned dates on requirement basis ensuring the socials distancing norms and preventive measures against Covid-19.
- Those accounting sections who are involved in conventional method of manual entry of accounts into VLC shall also attend the office to confirm the data entered, as the VLC data processing has been roll backed several times due to technical errors and there is a possibility of data loss.
- Rest of the officials shall work from home and be available on electronic means; they might be called by the controlling officer to attend the office in order to complete important assignments.
- No officials shall leave headquarters without taking prior permission of Sr. DAG (Admin).
- Those officials who are nominated for online training shall attend their training from home.
- Officials who feel any symptoms of Covid-19 shall immediately inform the office along with their probable contacts in the office.
- Officials may contact the administration through e-mail agaebihar@cag.gov.in or Shri Birendra Kumar Singh, Sr. AO, Admin-1 on mobile No. 9431281832
- The guidelines provided by Headquarters' office and Ministry of Home Affairs time to time in order to prevent the spread of COVID-19 must be followed. Officials facing any kind of difficulties in this regard are advised to immediately contact their respective Sr. AOs.

This issues with the approval of the Pr. Accountant General.

Sd/-

Sr. Dy. Accountant General (Admn.)

Copy to:

1. All officials of O/o the PAG (A&E), Bihar, Patna through WhatsApp/email.
2. Principal Accountant General (Audit), Bihar, Patna for information.

Sd/-

Sr. Accounts Officer (Admn-I)