

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) PUNJAB

OFFICE ORDER

Office order No. OE-II/TA/2024-25/ 01

Dated: 24.09.2024

Reference is invited to this Office Order No Admn-I/A/2022-23/111 dated 24.08.2022 and subsequent office order No. OE-II/TA/3 dated 27.10.2022 vide which it was instructed that field parties will return to Headquarters on every weekend or last working day of the week by taking transit after office hours. Except weekend any absence from camp should have prior approval of Group Officer.

It has however been observed that in case where the Auditee units are closed either on Friday or Monday or any other weekday, the field parties are neither reporting to HO i.e AG Office nor auditee units. This has been viewed very seriously by the competent Authority. It is therefore directed that henceforth in such situation field parties shall either attend H.O or apply for leave to their respective GOs.

This issues with the approval of Principal Accountant General.

Sd/-

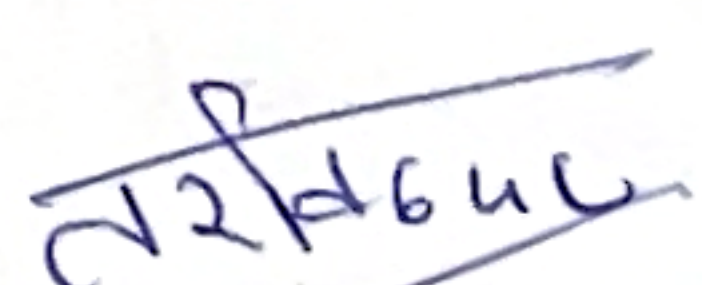
Sr. Deputy Accountant General (Admn)

No. OE-II/TA/Instructions/2024-25/122-127

Dated: 24.09.2024

Copy of the above is forwarded to the following for information and necessary action:

1. Secretary to Pr. A.G.
2. All Group Officers.
3. Sr. A.O. (HQ) AMG-I,II,III,IV & V with the request to bring the above office order to the notice of all the staff members.
4. Sr. A.O. (Admn. I, II, III, RTI, Legal Cell, FINAT, FAW, EMS, OE-I&II, Report I, II & III, CCC, Welfare, ITA, EDP, IT Audit, PAC, Digitization Cell, Punjabi Cell)
5. Sr. A.O. (RAO, Patiala)
6. Sr. A.O. (EDP) with the request to upload the office order on office website.

  
Sr. Audit Officer (OE-II)

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) PUNJAB

OFFICE ORDER

Office order No. OE-II/TA/3

Dated: 27.10.2022

In pursuance to the orders of the Accountant General dated 26.10.2022 following directions are issued:

1. All the members of the field parties will return to Headquarters on every weekend or last working day of the week by taking transit after office hours. They will check out from their place of stay in the morning of the last working day of the week and return to their place of duty on first working day of every week by availing transit cum work and accordingly check in on the Afternoon (AN) of that day.
2. The Sr. Audit Officers (HQ) of the functional wings shall ensure that the touring officers/officials reach/leave the auditee units in time and the audit work is not hampered on this account.

Sd/-

Sr. Deputy Accountant General (Admn.)

No. OE-II/TA/Instructions/2022-23/162-167

Dated: 27.10.2022

Copy of the above is forwarded to the following for information and necessary action:

1. Secretary to Pr. A.G.
2. All Group Officers and Welfare Officer.
3. Sr. A.O. (HQ) AMG-I, II, III, IV & V with the request to bring the above office order to the notice of all the staff members.
4. Sr. A.O. (Admn. I, II, III, RTI, Legal Cell, FINAT, FAW, EMS, OE-I & II, Report I, II & III, CCC, ITA, EDP, IT Audit, PAC, Digitization Cell, Punjabi Cell)
5. Sr. A. O. (RAO, Patiala)
6. Sr. A.O. (EDP) with the request to upload the office order on office website.

कालिका: 27/10/2022  
Sr. Audit Officer (OE-II)

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) पंजाब, चंडीगढ़ - 160017

कार्यालय आदेश

सं०: प्रशासन -1/अ/2022-23/111

दिनांक: 24.08.2022

Reference is made to the office order no. Admn/A/2015-16/138 dated 21.10.2015 and reiterated vide officer order No. Admn/A/2015-16/200 dated 15.01.2016 vide which it was instructed that all the members of the field audit parties will return to Headquarters on every weekend or last working day of the week by taking transit after office hours. They will check out from their place of stay in the morning of the last working day of the week and will return to their place of duty on first working day of every week by availing transit cum work and accordingly check in on the afternoon of that day.

This office order was effective upto 31.12.2015 and thereafter office order No. Admn/I/A/2015-16/200 dated 15.01.2016 was issued which was effective upto 31.03.2016. No. office order was issued in continuation of the above office orders. It has come to notice that field audit teams are still following the office order No. Admn/I/A/2015-16/200 dated 15.01.2016 and returning to headquarter on every weekend or last working day of the week by taking transit after office hours.

The office order dated 15.01.2016 is not effective as of now and the field audit parties are expected to stay in camp till completion of audit. The following expectations are detailed below for strict compliance:

1. Field audit parties will stay in camp till completion of audit as per the tour program.
2. Any absence from camp during assigned audit period will be viewed seriously.
3. Field audit parties will leave for the Headquarters on the last day of assigned audit after office hours only.
4. The audit parties are required to follow the working time and schedule of the auditee being audited
5. Any absence from camp should have prior approval of Group Officer.

हस्ता/-

उप-महालेखाकार (प्रशासन)

पृष्ठांकन सं०: प्रशासन-1/स्था० एवं तैना०/ब०ले०प०अ०/2022-23/383 दिनांक: 24.08.2022

उपरोक्त की प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित की जाती है :-

1. सभी समूह अधिकारी।
2. प्रधान महालेखाकार के सचिव।
3. उप-महालेखाकार (प्रशासन) के निजी सहायक/गोपनीय सहायक।
4. ब०ले०प०अ० (सभी समूह तथा अनुभाग को)।
5. कार्यालय आदेश फाईल।
6. सूचना पट।

उप-महालेखाकार (प्रशासन)