



कार्यालय प्र०महालेखाकार (लेखा व हकदारी)

हिमाचलप्रदेश, शिमला-171 003

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)

HIMACHAL PRADESH, SHIMLA-171003

दूरभाष/ 0177-2652612-19, फ़ैक्स/0177-2651743

No. Admn. / EK-19/General circular file/2022-23/3455-60

Dated: - 06-12-2022

12

Subject: - Correspondence with Headquarters Office.

A copy of Email dated 22-11-2022 received from Sr. Administrative Officer, Govt. Accounts Wing Coord., Office of the Comptroller & Auditor General of India, New Delhi on the above noted subject is forwarded to the following for information and necessary action.

1. Secretary to the Pr. Accountant General.
2. PA to the DAG (Admn/ Funds & Pension).
3. PA to the DAG (A/cs & VLC).
4. All Sr. AOs through email.
5. All AAOs and other staff members through email.
6. Notice Board & official website.

Encls: - As above.


Sr. Accounts Officer (Admn.)

Correspondence with HQr' Office

From : Accounts State II <accstate2@cag.gov.in>

Tue, Nov 22, 2022 01:20 PM

Subject : Correspondence with HQr' Office

1 attachment

To : PAG AE AP Hyderabad <agaehandhrapradesh@cag.gov.in>, AG AE Assam <agaeeassam@cag.gov.in>, AG AE Bihar Patna <agaebihar@cag.gov.in>, AG AE Chhattisgarh Raipur <agaechhattisgarh@cag.gov.in>, AG AE Gujarat Rajkot <agaegujarat@cag.gov.in>, Principal Accountant General Haryana <agaeharyana@cag.gov.in>, AG HP <agaehimachalpradesh@cag.gov.in>, AG AE J and K <agaejammukashmir@cag.gov.in>, AG AE Jharkhand Ranchi <agaejharkhand@cag.gov.in>, PAG AE KARNATAKA <agaekarnataka@cag.gov.in>, AG AE Kerala Thiruvananthapuram <agaekerala@cag.gov.in>, AG AE, Manipur, Imphal <agaemanipur@cag.gov.in>, AGAE MEGHALAYA <agaemeghalaya@cag.gov.in>, AG AE, Nagaland, Kohima <agaenagaland@cag.gov.in>, AG AE Odisha <agaeorissa@cag.gov.in>, agaepunjab <agaepunjab@cag.gov.in>, A.G (A&E) Tripura <agaetripura@cag.gov.in>, AG AE Uttarakhand Dehradun <agaeutarakhand@cag.gov.in>, PAG AE I Madhya Pradesh Gwalior <agaemadhyapradesh1@cag.gov.in>, AG AE II Madhya Pradesh Gwalior <agaemadhyapradesh2@cag.gov.in>, AG AE II Maharashtra Nagpur <agaemaharashtra2@cag.gov.in>, AG AE II Uttar Pradesh Allahabad <agaeuttarpradesh2@cag.gov.in>, AG AE Rajasthan Jaipur <agaerajasthan@cag.gov.in>, PAG AE Tamilnadu Chennai <agaetamilnadu@cag.gov.in>, AG AE WEST Bengal <agaewestbengal@cag.gov.in>, AG AE I Maharashtra Mumbai <agaemaharashtra1@cag.gov.in>, AG(A&E)-1, Uttar Pradesh, Allahabad <agaeuttarpradesh1@cag.gov.in>, PAG Arunachal Pradesh <agarunachalpradesh@cag.gov.in>, AG AE Sikkim Gangtok <agaesikkim@cag.gov.in>, AG Mizoram <agmizoram@cag.gov.in>, AG AE Chhattisgarh <agchhattisgarh@cag.gov.in>, AG AE Telangana <agaetelangana@cag.gov.in>

Cc : DO Acs Procedure II <accpro2@cag.gov.in>, Ashish Kumar Singh <accstate3@cag.gov.in>, D.ShantiSree <accstate4@cag.gov.in>, DO States Acs Group V <accstate5@cag.gov.in>, acc state VI <accstate6@cag.gov.in>, Amit Kumar <accstate9@cag.gov.in>, ALKA ANAND <sao7ga@cag.gov.in>, Ghan Shyam Nimesh <aao5ga@cag.gov.in>, Ghan Shyam Nimesh <nimeshgs.cag@cag.gov.in>, DHANANJAY YADAV <dhananjayy.cag@cag.gov.in>, BHAVNEET MINHAS <bhavneetm.bng.pdac@cag.gov.in>, SANDEEP k <sandeep.ahd.pdac@cag.gov.in>, GR State II <grstate2@cag.gov.in>, Alka Rehani Bhardwaj <rehanial@cag.gov.in>, Abbas HOVEYDA <abbash@cag.gov.in>, Masroor Ahmad <ahmadm@cag.gov.in>, RAJEEV KUMAR <rajeevkumar.jhr.ae@cag.gov.in>

599
23/11/22

Madam/Sir,

It has been noticed that instructions issued from HQr' office on cited subject from time to time (refer below mail) and instructions dated 13 May 2021 (attached) issued from AC (N) on cited subject as per Para 2.17.4.2 of MSO (Admn.) Vol.I, have not been followed by some of the filed offices while sending/addressing mails/letters to HQrs' office/Officers.

In this regard, I am directed to request you time and again that the instructions may kindly be followed scrupulously while sending e-mails to Headquarters and particularly personal name based e-mail id of the Officer should be used only for Demi-Official Communication please.

Copy of the letter (if not confidential) addressed to DAI (GA) may also be endorsed to concerned DG/PD of the GA Wing. Similarly, copy of the letter (if not confidential) addressed to DG/PD may also be endorsed to concerned Desk Officer of the GA Wing invariably.

With kind regards

R S Chauhan
Sr. Admin. Officer
Govt. Accounts Wing Coord.
C&AG Office, New Delhi
011-23607317

श्री १० महालखाकार (ले० व० ह०) सचिव
सी०ए०जी० डायरी नं०: 649
दिनांक: 22/11/22
हस्ताक्षर

276
23/11/22

23/11/22
23-11-22

From : "DO-States Acs Group-2" <accstate2@cag.gov.in>

To : "Principal Accountant General (A&E)" <agaehandhrapradesh@cag.gov.in>, "AG AE Assam" <agaeeassam@cag.gov.in>, "AG AE Bihar Patna" <agaebihar@cag.gov.in>, "AG AE Chhattisgarh Raipur" <agaechhattisgarh@cag.gov.in>, "Pr. A.G. (A&E) GUJARAT, RAJKOT" <agaegujarat@cag.gov.in>, "Principal Accountant General Haryana" <agaeharyana@cag.gov.in>, "AG HP" <agaehimachalpradesh@cag.gov.in>, "AG AE J and K" <agaejammukashmir@cag.gov.in>, "AG AE Jharkhand Ranchi" <agaejharkhand@cag.gov.in>, "PAG AE KARNATAKA" <agaekarnataka@cag.gov.in>, "Accountant General (A&E), Kerala" <agaekerala@cag.gov.in>, "AG(A&E), Manipur, Imphal" <agaemanipur@cag.gov.in>, "AGAE MEGHALAYA" <agaemeghalaya@cag.gov.in>, "AG AE Nagaland" <agaenagaland@cag.gov.in>, "AG AE Odisha" <agaeorissa@cag.gov.in>, "agaepunjab" <agaepunjab@cag.gov.in>, "A.G (A&E) Tripura" <agaetripura@cag.gov.in>, "AG (A&E) UTTARAKHAND,

श्री सुधीर जी
23/11/22

DEHRADUN" <agaeuttarakhand@cag.gov.in>, "AG(A&E)-1, Madhya Pradesh, Gwalior" <agaemadhyapradesh1@cag.gov.in>, "Accountant General A&E-2, Madhya Pradesh" <agaemadhyapradesh2@cag.gov.in>, "AG (A&E)-II, MAH. NAGPUR" <agaemaharashtra2@cag.gov.in>, "AG AE II Uttar Pradesh Allahabad" <agaeuttarpradesh2@cag.gov.in>, "AG AE Rajasthan Jaipur" <agaerajasthan@cag.gov.in>, "AGAETAMILNADU" <agaetamilnadu@cag.gov.in>, "AG AE WEST Bengal" <agaewestbengal@cag.gov.in>, "AG AE I Maharashtra Mumbai" <agaemaharashtra1@cag.gov.in>, "AG(A&E)-1, Uttar Pradesh, Allahabad" <agaeuttarpradesh1@cag.gov.in>, "PAG Arunachal Pradesh" <agarunachalpradesh@cag.gov.in>, "AGAESIKKIM" <agaesikkim@cag.gov.in>, "AG Mizoram" <agMizoram@cag.gov.in>, "AG AE Chhattisgarh" <agchattisgarh@cag.gov.in>, "AG(AE), Telangana" <agaetelangana@cag.gov.in>

Cc: "Goswami Nilotpal" <goswamin@cag.gov.in>, "Archana Gurjar" <gurjara@cag.gov.in>, "Ravikiran Ubale" <ubalera@cag.gov.in>, "Masroor Ahmad" <ahmadm@cag.gov.in>, "GR State II" <grstate2@cag.gov.in>, "DO-Acs Procedure 2" <accpro2@cag.gov.in>, "Ashish Kumar Singh" <accstate3@cag.gov.in>, "D.ShantiSree" <accstate4@cag.gov.in>, "DO-States Acs Group-5" <accstate5@cag.gov.in>, "DO-States Acs Group-6" <accstate6@cag.gov.in>, "Amit Kumar" <accstate9@cag.gov.in>, "ALKA ANAND" <sao7ga@cag.gov.in>, "Ghan Shyam Nimesh" <aao5ga@cag.gov.in>, "Ghan Shyam Nimesh" <nimeshgs.cag@cag.gov.in>, "DHANANJAY YADAV" <dhananjay.cag@cag.gov.in>

Sent: Monday, July 26, 2021 4:51:38 PM

Subject: Correspondences with HQR' Office

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
10, बहादुरशाह ज़फ़र मार्ग, नई दिल्ली - 110 124.

Important
Through e-mail
No. 908/F.No. Misc./GA Coord/2021
Date: 26/07/2021

The All Principal Accountant General/
Accountant General (A&E) &
PAG/AG Arunachal Pradesh & Mizoram,
Sr. DAG (A&E) Sikkim.

per mailing list)

ject: Correspondences with HQR' regarding.

Madam/Sir,

Please refer Para 2.17.4.2 of MSO (Admn.) Vol.I, instructions issued from HQR' office on cited subject from time to time and recent instructions dated 13 May 2021 issued from AC (N) on cited subject as attached.

It has come to notice that various instructions issued in this regard are not being followed while sending e-mails from field offices originating from HoDs, correspondence approved by the HoD, sending scanned copies of letter/correspondences to various level of Officers at HQR's office (PD, DG, ADAIs and DAIs).

In view of above, I am directed to request you to that the instructions are scrupulously followed while sending e-mails to Headquarters and particularly personal name based e-mail id of the Officer should be used only for Demi-Official Communication.

This issues with the approval of competent authority.

Encl: As above.

Yours faithfully,

Sd/26.07.2021
(R S Chauhan)
Sr.AO/ Govt. Accounts-Coord.

Copy to:

All SAOs/AAOs of the Govt. Accounts Wing for information and n.a.



भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



Circular No. 19-Staff Entt.II/2021
No. 75-Staff Entt.II/47-2021
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 13 MAY 2021

To

All Heads of Offices in IA&AD
DG, Headquarter

Sub: Correspondence with Headquarters-regarding.

Sir/Madam,

As per 'Guidelines for Administration and Usage of e-mail Accounts in IA&AD issued by the IS Wing on 25.04.2019, three types of e-mail ids are created in IA&AD: (i) designation based e-mail ids (issued to IA&AS officers of the rank of AAG and above, and to other staff on need basis), (ii) name based e-mail ids (issued to all personnel of IA&AD), and (iii) generic e-mail ids (issued to sections/wing of an office).

Besides instructions issue from time to time, Para 2.17.4.2 of MSO (Admn) Vol.I also provides the manner of communication to be adopted in respect of correspondence with Headquarters. It has come to notice that various instructions issued by Headquarters in this regard are not being followed. In spite of extant instructions, it is seen that a single correspondence with Headquarters is received through multiple modes viz. FAX, Postal, E-mail which results in repetition of efforts and resources.

In view of the ongoing Covid -19 pandemic and in order to mitigate paper work and to ensure timely examination and disposal of various letters, it may please be ensured that the following instructions are scrupulously followed while sending e-mail to Headquarters.

- E-mails **originating from HoDs and addressed to concerned DAI/ADAI**, may be sent on name based e-mail ID of the DAI/ADAI/DG/PD concerned, depending upon the nature of the correspondence. The personal name based e-mail id should be used only for Demi-Official communication.
- **E-mails, containing scanned copies of correspondence approved by the HoD and addressed to DAI/ADAI concerned**, as attachments and being forwarded by the Group Officers of the field offices, may be sent on the designation based official E-mail IDs of the DG/PD of the concerned wing.
- E-mails containing scanned copies of correspondence addressed to DAI/ADAI concerned, as attachments **and being forwarded by the PS/SPS/SAO of the field**

offices, should be sent only on the official designation based/generic e-mail IDs of the concerned SAO/Desk Officer/Wing at Headquarters.

- It may be stressed that no correspondence (*except for Demi-Official letters*) be sent on the personal e-mail IDs of Officers. **Group Officers/Secretary to HoD shall not send mails directly to ADAI/DAI, on behalf of their HoDs.**
- In case, a D.O. letter is proposed to be sent, it may be specifically be sent from the personal e-mail ID of the officer (addressor) to personal e-mail ID of the officer to whom it has been addressed (addressee).
- Correspondence of routine nature which involves submission of periodical reports, all return, seeking clarifications on service and other administrative matters, leave of IA&AS officers and similar such correspondence may be sent to Headquarters through e-mail mode, only. **Repetition through FAX and by Postal mode is to be avoided.** Printouts of 'sent e-mails' may be kept on record in the office, for submission as and when called for.
- *Correspondence for matters involving financial sanctions, DPC proceedings, matters involving referral to Ministries of GoI, material for Audit Reports and other matters of important nature, disciplinary cases may be sent by email mode however, the correspondence which requires counter-signature may be submitted through Postal mode.*
- Specifically with reference to administrative matters, hard copies of letters along with necessary documents may be sent in those cases which require detailed examination such as disciplinary cases, cases which require reference to be made to the Ministry/UPSC etc.
- Correspondences with Government of India (GoI), relating to policy issues, audit mandate, organisational relationship/stand, transparency, etc; where the Department needs to take a uniform stand and /or where the matter has to be taken up a sufficiently high level in the GoI, especially at the level of Secretary to GoI, shall be only after the approval of the CAG of India.

Sd/-
(Supriya Singh)
Assistant Comptroller & Auditor General (N)