



प्रधान महालेखाकार (लेखापरीक्षा -I) का कार्यालय, ओडिशा, भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA: BHUBANESWAR

OOO No. 533

Date: 07.10.2025

Sub: Formation of Committees on preparation/ updation of Office Manuals- reg.

Three Committees, each under a Group Officer, were formed for the preparation/ updation of Office Manuals based on the rules/ regulations, instructions, guidelines prevailed at present. The members of the committees are mentioned below:

Sl. No.	Name of the Committee	Members (S/Shri/Smt.)
1.	Preparation/ Updation of Administration Group Manual	1. Samir Kumar Panda, Sr. AO (AMG-I) 2. Swati Panigrahi, Sr. AO (OE) 3. Upendra Nath Das, Sr. AO (OM) 4. Hari Charan Patra, Sr. AO (Admn.) 5. P.R. Swamy, Sr. AO (AMG-V) 6. Bibhudatta Shasany, AAO (OM) (Chairman: Shri Bharat Chandra Behera, Sr. DAG/ Admn.)
2.	Preparation/ Updation of Functional Group Manuals (AMG-I, II, III, IV & V)	1. Ashish Kumar Mohanty, Sr. AO (TSC) 2. Priyadarshi Kanungo, Sr. AO (AMG-I) 3. Dhiraj Debraj Sahoo, Sr. AO (AMG-II) 4. Pradeep Kumar Rout, Sr. AO (AMG-III) 5. Bhabani Shankar Badajena, Sr. AO (AMG-IV) 6. P.R. Swamy, Sr. AO (AMG-V) (Chairman: Shri Vimallesh Kumar, DAG/ AMG-III)
3.	Preparation/ Updation of ITA Manual	1. Srimanta Kumar Panda, Sr. AO (Secy. To Pr. AG) 2. P.R. Swamy, Sr. AO (AMG-V) 3. Sangram Kishore Das, Sr. AO (ITA) 4. Akshay Kumar Khuntia, AAO (ITA) (Chairman: Shri Banoth Rakesh Naik, DAG/ AMG-I)

Sd/-

Senior Audit Officer/ Admn.

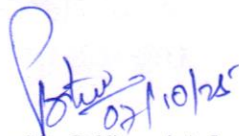
Memo No. Admn. (Audit-I)/Gen/62/ITA/2025-26/1429

Date: 07.10.2025

Copy for information forwarded to:

1. Secretary to the Pr. Accountant General (Audit-I), Odisha.
2. Steno to Sr. DAG/ DAG: AMG I/ AMG II/ AMG III/ AMG IV/ AMG V & Admn.
3. Senior Audit Officers in charge of Controlling Sections of AMG I/ AMG II/ AMG III/ AMG IV/ AMG V/ Welfare/ OE/ Estate/ OM/ Trg. & Exam./ Legal Cell/ Conf. Cell/ ITA/ Report (Main & ECPA)/ Report (PAC)/ Rajbhasa Section.

4. AAO/ DA & RC for information and to upload this information in the office website.
5. Notice Board.
6. OOC Guard File.


Senior Audit Officer/ Admn.