



भारतीय लेखा परीक्षा एवं लेखा विभाग  
कार्यालय प्रधान निदेशक लेखा परीक्षा (केन्द्रीय), चण्डीगढ़  
Indian Audit & Accounts Department  
Office of the Principal Director of Audit  
(Central),  
Chandigarh



OO No.: PDA(C)/ITA/00/2025-26/128-31

Dated: 23.12.2025

Office Order

**Subject:** Instructions regarding handling and monitoring of correspondence with the Headquarter office

In order to ensure that correspondence from the Headquarters office is not left unattended, a mechanism is being put in place. As part of the mechanism, it has been decided that all CAG diaries being maintained by all the four functional wings be submitted every week to HOD/PD through the respective Group Officer on its due date i.e., every Tuesday.

This issues with the approval of the Principal Director.

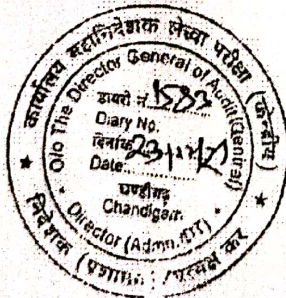
Sr. Audit Officer (ITA)

Endst.: No. PDA(C)/ITA/2025-26

Dated: 23.12.2025

Copy forwarded to:

1. Director, Administration
2. Director, Central Expenditure Wing
3. Director, Direct Tax Wing
4. Deputy Director, Indirect Tax Wing



Handwritten notes and signatures:   
1. AAO/Admn I  
2. EXP  
3. 23/12/2025