



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/ 04

Dated: 22.12.2025

Office Order

Subject: Instructions regarding correspondence with Headquarter office

With reference to office order no. PDA(C)/PD Sectt/00/2025-26/05 dated 20.08.2025, it was directed to all the wings that no correspondence being made or reply being sent to Headquarters office without obtaining approval from the HoD. However, it has been noticed that correspondences received from Headquarters are being filed or reply is being sent to Headquarters without being brought to the notice of Principal Director. It has also been noticed that letters/emails received from Headquarter are not being disposed of within stipulated time. This has been viewed seriously by Principal Director.

It is reiterated that all correspondence pertaining to the Headquarter office are to be finalized only after the approval of the PD. Delay, if any will not be accepted unless justified with valid reasons.

This issues with the approval of the Principal Director.

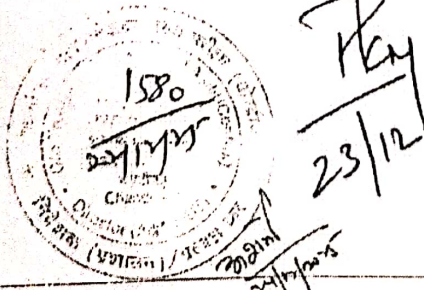
Sr. Audit Officer (ITA)

Endst.: No. PDA(C)/ITA/2025-26/ 11E-21

Dated: 22.12.2025

Copy forwarded to:

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



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