



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



का. पी.डी.ए (प्रशासन)/ कार्यालय आदेश /2025-26/54

दिनांक 03.07.2026

कार्यालय आदेश

In order to maintain a professional work environment and ensure smooth functioning of the office, the following instructions shall be observed by all officers and officials with immediate effect:

1. All officers and officials shall attend office in formal attire only. Wearing jeans, T-shirts, sports shoes, slippers or any other casual clothing during office hours is not permitted. Employees are expected to maintain a professional appearance by wearing formal or business-casual attire befitting the dignity of the office.
 2. No officer or official shall proceed on leave without obtaining prior approval of the competent authority. Availing leave without due sanction shall be treated as unauthorized absence and will invite appropriate administrative action under the applicable rules.
- All officers and officials are directed to ensure strict compliance with the above instructions.

All employees are instructed to comply with this office order strictly. Your cooperation in maintaining discipline and professionalism is appreciated.

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

का. पी.डी.ए (प्रशासन)/ कार्यालय आदेश/2026-27/1021-30

दिनांक 03.07.2026

उपरोक्त की प्रति निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है।

1. सचिव, प्रधान निदेशक
2. निजी सहायक निदेशक (प्रशासन/ प्रत्यक्ष कर)
3. निजी सहायक निदेशक (केन्द्रीय व्यय)
4. निजी सहायक उप-निदेशक (अप्रत्यक्ष कर)
5. व. लेखापरीक्षा अधिकारी (प्रत्यक्ष कर, अप्रत्यक्ष कर, केन्द्रीय व्यय)
6. स.लेखापरीक्षा अधिकारी(e-HRMS)
7. ट्रेनिंग सीट
8. ई.डी.पी
9. सम्बंधित कर्मचारी
10. कार्यालय आदेश फाइल

कर्म
3/7/26

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

