



प्रधान महालेखाकार (लेखापरीक्षा -I) का कार्यालय, ओडिशा, भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-1)
ODISHA: BHUBABESWAR

संख्या OM-I (ऑडिट-I)/01/91/2026-27/157

दिनांक: 24 जुलाई 2026

प रि प त्र
C I R C U L A R

वर्चुअल या ऑनलाइन मोड में वर्कशॉप, कॉन्क्लेव, कॉन्फ्रेंस या ट्रेनिंग प्रोग्राम आयोजित करने में होने वाले खर्च को कम करने और आमने-सामने की मुलाकात को कम से कम रखने के लिए हेडक्वार्टर से जारी निर्देशों (लेटर नंबर 40-Staff (Entt)-2/82-2026, तारीख: 15.05.2026) की एक कॉपी जानकारी और ज़रूरी कार्रवाई के लिए सभी संबंधित लोगों को भेजी जा रही है।

A Copy of Headquarters office instructions issued vide letter no. 40-Staff (Entt)-2/82-2026 dated: 15.05.2026 for optimizing expenditure pertaining to conduct workshop/conclave/conference/training programmes in virtual mode/online mode and minimize in person engagement is circulated among all concerned for information and necessary action.

संलग्न- जत्थोपरी

Enclosed-As stated above

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी/कार्यालय प्रबंधन

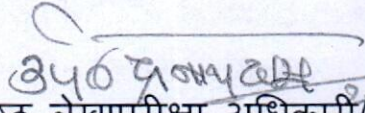
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सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रति अग्रेषित:

1. प्रधान महालेखाकार (ऑडिट-I), ओडिशा, भुवनेश्वर के सचिव।/The Secretary to the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. निजी सहायक, वरिष्ठ डीएजी (प्रशासन) /वरिष्ठ डीएजी (एएमजी-V)/ डीएजी (एएमजी-I)/ डीएजी (एएमजी-II)/ डीएजी (एएमजी-III)/ डीएजी (एएमजी-IV)
PA to the Sr. DAG (Admn.)/ Sr. DAG (AMG-V)/ DAG (AMG-I)/ DAG (AMG-II)/ DAG (AMG-III)/ DAG (AMG-IV)

3. वरिष्ठ लेखापरीक्षा अधिकारी/कल्याण, प्रधान महालेखाकार (लेखापरीक्षा-I) कार्यालय, ओडिशा, भुवनेश्वर।Sr. Audit Officer/Welfare, O/o the Pr. AG (Audit-I), Odisha, Bhubaneswar.
4. एडमिन/रिपोर्ट (मेन और ECPA)/रिपोर्ट (PAC) OE/एस्टेट सेल/ट्रेनिंग और परीक्षा/ITA/कॉन्फिडेंशियल सेल/लीगल सेल/AMG I/AMG II/AMG III/AMG IV/AMG V के प्रभारी ब्रांच ऑफिसर Branch Officer in charge of Admn/Report (Main & ECPA)/ Report (PAC) OE/ Estate Cell/ Trg. & Exam/ ITA/ Confidential Cell/ Legal Cell/ AMG I/AMG II/AMG III/AMG IV/AMG V
5. AAO/ DA & R सेल से अनुरोध है कि वे इस सर्कुलर को ऑफिस की वेबसाइट पर अपलोड करें। AAO/ DA & R Cell with the request to upload the Circular in the office website.
6. गार्ड फाइल/अतिरिक्त प्रति Guard File/Spare


वरिष्ठ लेखापरीक्षा अधिकारी/कार्यालय प्रबंधन

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



No. 40- Staff (Entt)-2/82- 2026
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 15/05/26

कार्य प्रबं. (लेखापरीक्षक) सी.ए.जी.डी.ओ. जे.लेक्स जे.सी.सं.
O.M-1 (Audit-I) CAG/DO/Telex Dy. No. 13

DT-25-05-2026

To

All the Functional Heads (Headquarters)
All Heads of Department,
Director (P)

Subject: Internal instructions for optimising expenditure

Sir / Madam.

In view of the recent focus on the need to optimise resources, the Comptroller and Auditor General's office has taken several proactive measures. These initiatives demonstrate our commitment to sustainability. Similar steps are also required to be undertaken by the field offices in the same spirit. Some of these steps are enumerated below for guidance:

1. Conclaves, Workshops, Meetings etc.

1.1. The Headquarters office has already taken a conscious decision to conduct several workshops, training programmes, conclaves, conferences and similar events in **virtual / online mode** and where absolutely essential, minimize the in-person engagements. The functional wings in Headquarters and field offices are strongly encouraged to adopt the same practice.

1.2. Further, in physical meetings at Headquarters, participation has been restricted to **either the Head of Department or the Group Officer**, but not both, thereby significantly reducing travel and logistical requirements. All offices are requested to follow this approach.

2. Official Travel

2.1. In the Headquarters office, the existing vehicle fleet has been significantly converted to Electrical Vehicles to promote green mobility. A comprehensive framework policy for EV adoption in field offices will be circulated shortly. On similar lines, field offices are urged to explore adoption of Electrical Vehicles, consider giving preference to public transport (train / metro / bus) or carpooling and avoid non-essential use of petrol/diesel vehicles for official purposes.

3. Energy Saving and Other Economy Measures

3.1. The Headquarters office has already implemented several energy-saving measures, including **sensor-based lighting** and other efficiency initiatives such as fixed Air Conditioning usage. Field offices are encouraged to adopt similar measures.

4. This circular is issued with the approval of the competent authority. All Heads of Department are requested to ensure wide dissemination and strict compliance with these measures across their respective offices.

Yours faithfully,

25/5/15

(Sumeet Kumar)

Assistant Comptroller & Auditor General (N)-I

Copy to:

Secretary to the C&AG