

महालेखाकार (ले० एवं ह०) का
कार्यालय बीरचंद पटेल पथ,
पटना, बिहार - 800001



OFFICE OF THE ACCOUNTANT
GENERAL (A&E), BIRCHAND PATEL
PATH PATNA, BIHAR - 800001

SUPREME AUDIT INSTITUTION OF INDIA

लोकहितार्थ सत्यनिष्ठा

Dedicated to Truth in Public Interest

पत्रांक / Letter No Trg & Exam (A&E)/(2025-2026)-B- 24

दिनांक / Date :- 16/05/2025

OFFICE ORDER

As per In-house training programmes for the year 2025-26, an In-house training is scheduled to be held as mentioned below: -

Period: 20.05.2025 to 22.05.2025

Timing: 10.45 AM to 12.00 Noon & 12.15 PM to 01.30 PM

Venue: Hindi Cell (6th Floor)

S. N.	Name of participants (Shri/Mrs)	Desig.	Section	Topic	Date	Faculty (Shri/Mrs)
1.	Mithlesh Kumar	Acctt.	Record	“Noting and Drafting, Office Procedure, File Management in e-Office & Record Management.”	20.05.2025	1. Suman Sangam, AAO/GE-05
2.	Rakesh Kumar	DEO	Admn.I			
3.	Santosh Kr. Singh	DEO	Admn.II			
4.	Aman Raj	DEO	GM			
5.	Md Wakar	DEO	GM			
6.	Harihar Nath Singh	Asstt.Supervisor	Old record		21.05.2025	2. Abhishek Kumar, AAO/ITS
7.	Mahendra Paswan	Clerk	Old record			
8.	Munna kumar	Asstt.Supervisor	Old record			
9.	Rajesh Kumar Sinha	Clerk	Old record			
10.	Ramdeo Jha	Sr. Acctt.	Old record		22.05.2025	3. Vidyasagar Dwedi, AAO/Old Record
11.	Vijay Kumar-V	Acctt.	Old record			
12.	Sudama Prasad	Clerk	Old record			
13.	Megha Kiran	Acctt.	GE-9			
14.	Manoj Kumar	Acctt.	Pen-01			
15.	Raju Kumar	DEO	ITS			

Note*- Absence in the training will be viewed seriously. All participants are directed to present themselves in the said training and complete the registration on the said course on SAI Portal.

Sd/-

Sr. Dy. Accountant General (Admn)

Copy forwarded for information and necessary action to:

1. A.G. (A&E) Sectt.
2. Sr. DAG (Admn & GE) Sectt.
3. DAG (Pension & Fund) Sectt.
4. DAG (A/Cs, VLC & Works) Sectt.
5. AAO/GD with a requested to make necessary arrangements for the said training.
6. Hindi Officer/Hindi Cell
7. AAO/ITS with requested to upload this office order to the official site.
8. Persons concerned.
9. Notice Board. /Telegram group/Caretaker .

Sr. Accounts Officer/Trg. & Exam