



**Indian Audit & Accounts Department,
Office of the Director General of Audit,
Environment & Scientific Departments, Kolkata Branch
6th Floor, 2nd MSO Building, Nizam Palace,
234/4 AJC Bose Road, Kolkata-700020**

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OFFICE ORDER

O.O. No. Admn./31

Date: 06.06.2022

In partial modification to this Office Order No. Admn./12 dated 26.04.2022, the following two training courses will be held along with an additional training course as detailed below :

| Sl. No. as in O.O. No. Admn./12 dated 26.04.2022 | Name of the training course | Date of training | Faculty (S/Shri) | Name (S/Shri) of Participants |
|--|---|------------------|-------------------------|---|
| 4 | Right to Information Act (for Ars./Sr. Ars./Asstt. Supervisors) | 15.06.2022 | Deepak Kumar Singh, AAO | 1. Surajit Mandal, Assistant Supervisor 2. Niloy Das, Senior Auditor 3. Nabajit Seth, Sr. Auditor 4. Biswajit Kundu, Senior Auditor 5. Gopal Ch. Adhikary, Senior Auditor 6. Snehangshu Das, Senior Auditor 7. Beauty Gupta, JT 8. Partha Bose, Ar. 9. Ritwick Chanda, Ar. 10. Rajiv Kr. Mandal, Ar. 11. Yashraj Kumar, DEO Gr. B 12. Sunil Kr. Yadav, DEO Gr. B 13. Susmita Saren, C/T 14. Binod Kr. Sah, C/T 15. Anil Kr. Jha, C/T 16. Rahul Garai, C/T 17. Dulal Mondal, C/T |
| 7 | SAI portal, Bhavishya and other online administrative platforms | 08.06.2022 | | 1. Tapas Banik, AAO 2. Punam Malpani, AAO 3. Palash Parui, Asstt. Supervisor |
| | Rosters and Preparation of panel for various cadres | 21.06.2022 | | 4. Surajit Mandal, Asstt. |

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| | | | | Supervisor 5. Niloy Das, Sr. Ar. 6. Tarun Das, Sr. Ar. 7. SatwikGuhathakurata, Sr. Ar. 8. Ranjit Roy, Sr. Ar. 9. Hegin Singson, Sr. Ar. 10. Snehangshu Das, Sr. Ar. 11. Sushmita Das, Sr. Ar. 12. Koushik De, Sr. Ar. 13. Partha Bose, Ar. 14. Subhash Biswas, Ar. 15. Shubham Joarder, Ar. 16. Ritwick Chanda, Ar. 17. Rajiv Kr. Mandal, Ar. 18. Suman Gayen, Ar. |
|--|--|--|--|--|

All the training programmes will be conducted in Classroom mode and each day there will be four sessions of 75 minutes (11:00 AM to 12:15 PM; 12:30 P.M. to 01:45 PM; 02:30 PM to 03:45 PM and 04:00 PM to 05:15 PM). The trainees must ensure registration on SAI portal prior to commencement of the training and submission of Session Feedback after each session and Course Feedback at the end of the course. The Online Impact Assessment must be submitted in time.

This issues with the approval of Deputy Director.

Sd/-

Senior Audit Officer (Admn)

No.-Admn/2(18)/Vol.-XIV/Training/2022-23/1218-1290

Dated: 06.06.2022

Copy forwarded for information and necessary action to:-

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2. The Sr. Audit Officer (Admn), O/o the Principal Director of Audit, Industry & Corporate Affairs, D.G.C.R Building, I.P. Estate, New Delhi-110 002
3. Establishment Section
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17. Shri Surajit Mandal, Assistant Supervisor
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23. Shri Biswajit Kundu, Senior Auditor
24. Personal file of Shri Biswajit Kundu, Senior Auditor
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31. Shri Partha Bose, Auditor
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33. Shri Subhash Biswas, Auditor
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35. Shri Shubham Joarder, Auditor
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37. Shri Ritwick Chanda, Auditor
38. Personal file of Shri Ritwick Chanda, Auditor
39. Shri Rajiv Kumar Mandal, Auditor
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41. Shri Yashraj Kumar, DEO Gr. B
42. Personal file of Shri Yashraj Kumar, DEO Gr. B
43. Shri Sunil Kumar Yadav, DEO Gr. B

44. Personal file of Shri Sunil Kumar Yadav, DEO Gr. B
45. Ms.Susmita Saren, C/T
46. Personal file of Ms. Susmita Saren, C/T
47. Shri Binod Kumar Sah, C/T
48. Personal file of Shri Binod Kumar Sah, C/T
49. ShriAnil Kumar Jha, C/T
50. Personal file of ShriAnil Kumar Jha, C/T
51. ShriRahul Garai, C/T
52. Personal file of Shri RahulGarai, C/T
53. Shri Dulal Mondal, C/T
54. Personal file of Shri Dulal Mondal, C/T
55. Shri Tarun Das, Senior Auditor
56. Personal file of Shri Tarun Das, Senior Auditor
57. Shri Satwik Guhathakurata, Senior Auditor
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59. Shri Ranjit Roy, Senior Auditor
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61. Shri Hegin Singson, Senior Auditor
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63. Ms. Sushmita Das, Senior Auditor
64. Personal file of Ms. Sushmita Das, Senior Auditor
65. Shri Koushik De, Senior Auditor
66. Personal file of Shri Koushik De, Senior Auditor
67. Shri Suman Gayen, Auditor
68. Personal file of Shri Suman Gayen, Auditor
69. Secretary, Scientific Audit (Category-I) Association, Kolkata,
70. Secretary, Scientific Audit (Category-II) Association, Kolkata,
71. Secretary, Scientific Audit (Category-III) Association, Kolkata,
72. Office Order Book
73. Notice Board

Sd/-

Sr. Audit Officer (Admn.)



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OFFICE ORDER

O.O. No. Admn./12

Date: 26.04.2022

In pursuance of C&AG's Office Circular No. 308/Trg.Div./20(V)-2010 dated 10.08.2010 and circular letter dated 03.09.2012, Deputy Director has kindly nominated the following officials to participate in the training detailed below:-

| Sl. No. | Name of the training course | Date (s) of training | Faculty (S/Shri) | Participants (S/Shri) |
|---------|--|----------------------|-------------------------|---|
| 1 | Administrative Matters:- Conduct Rules, Confirmation, Probation, Seniority, Forwarding of application for other employment, Change of name, Resignation (for Ars./Sr. Ars./Asstt. Supervisors) | 28.04.2022 | Deepak Kumar Singh, AAO | 1. Surajit Mandal, Assistant Supervisor 2. Niloy Das, Senior Auditor 3. Nabajit Seth, Sr. Auditor 4. Biswajit Kundu, Senior Auditor 5. Gopal Ch. Adhikary, Senior Auditor 6. Snehangshu Das, Senior Auditor 7. Beauty Gupta, JT 8. Partha Bose, Ar. 9. Ritwick Chanda, AAO 10. Rajiv Kr. Mandal, Ar. 11. Sunil Kr. Yadav, DEO Gr. B 12. Susmita Saren, C/T 13. Binod Kr. Sah, C/T 14. Anil Kr. Jha, C/T 15. Rahul Garai, C/T 16. Dulal Mondal, C/T |
| 2 | Settlement of medical claim under CGHS, AMA, Different types of leave, entry of leave (for | 26.05.2022 | Kartick Ch Gayen, | 1. Surajit Mandal, Assistant Supervisor 2. Niloy Das, Senior |

| | | | | |
|---|---|------------|-------------------------|--|
| | Ars./Sr. Ars./Asstt. Supervisors) | | AAO | Auditor |
| 3 | Establishment Matters:- LTC, TA adjustment, Joining Time (for Ars./Sr. Ars./Asstt. Supervisors) | 27.05.2022 | Kartick Ch Gayen, AAO | 3. Nabajit Seth, Sr. Auditor 4. Biswajit Kundu, Senior Auditor 5. Gopal Ch. Adhikary, Senior Auditor |
| 4 | Right to Information Act (for Ars./Sr. Ars./Asstt. Supervisors) | 10.06.2022 | Deepak Kumar Singh, AAO | 6. Snehangshu Das, Senior Auditor 7. Beauty Gupta, JT 8. Partha Bose, Ar. 9. Ritwick Chanda, AAO 10. Rajiv Kr. Mandal, Ar. 11. Yashraj Kumar, DEO Gr. B 12. Sunil Kr. Yadav, DEO Gr. B 13. Susmita Saren, C/T 14. Binod Kr. Sah, C/T 15. Anil Kr. Jha, C/T 16. Rahul Garai, C/T 17. Dulal Mondal, C/T |
| 5 | MS Office (for C/Ts DEOs, Ars/Sr.Ars/Asstt. Supervisors) | 17.06.2022 | Swarup Biswas, AAO | 1. Raj Kumar Bala, Assistant Supervisor 2. Sharmila Bandyopadhyay, Assistant Supervisor 3. Uttam Kumar Mitra, Asstt. Supervisor, 4. Bichitra Kumar Roy, Asstt. Supervisor 5. Palash Parui, Assistant Supervisor 6. Yashraj Kumar, DEO Gr. B 7. Sunil Kr. Yadav, DEO Gr. B 8. Rajiv Ranjan, DEO Gr. A 9. Rakesh Kr. Choudhary, DEO Gr. A 10. Susmita Saren, C/T 11. Anil Kr. Jha, C/T |

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|---|---|------------|-------------------------|---|
| | | | | 12. Rahul Garai, C/T 13. Dulal Mondal, C/T |
| 6 | Office Procedure (for Ars./Sr. Ars./Asstt. Supervisors) | 22.06.2022 | Avijit Jana, SAO | 1. Palash Parui, Assistant Supervisor 2. Niloy Das, Senior Auditor 3. Nabajit Seth, Sr. Auditor 4. Biswajit Kundu, Senior Auditor 5. Gopal Ch. Adhikary, Senior Auditor 6. Snehangshu Das, Senior Auditor 7. Beauty Gupta, JT 8. Partha Bose, Ar. 9. Ritwick Chanda, AAO 10. Rajiv Kr. Mandal, Ar. 11. Yashraj Kumar, DEO Gr. B 12. Sunil Kr. Yadav, DEO Gr. B 13. Susmita Saren, C/T 14. Binod Kr. Sah, C/T 15. Anil Kr. Jha, C/T 16. Rahul Garai, C/T 17. Dulal Mondal, C/T |
| 7 | SAI portal | 12.08.2022 | Deepak Kumar Singh, AAO | 1. Niloy Das, Sr. Ar. 2. Tarun Das, Sr. Ar. 3. Satwik Guhathakurata, Sr. Ar. 4. Ranjit Roy, Sr. Ar. 5. Hegin Singson, Sr. Ar. 6. Snehangshu Das, Sr. Ar. 7. Sushmita Das, Sr. Ar. 8. Koushik De, Sr. Ar. 9. Partha Bose, Ar. 10. Ritwick Chanda, Ar. 11. Rajiv Kr. Mandal, Ar. 12. Suman Gayen, Ar. |
| 8 | Pension and Family Pension | 19.08.2022 | Avijit Jana, SAO | 1. Surajit Mandal, Assistant Supervisor 2. Niloy Das, Sr. Ar. 3. Tarun Das, Sr. Ar. |

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| | | | | <p>4. Satwik Guhathakurata, Sr. Ar.</p> <p>5. Ranjit Roy, Sr. Ar.</p> <p>6. Hegin Singson, Sr. Ar.</p> <p>7. Snehangshu Das, Sr. Ar.</p> <p>8. Sushmita Das, Sr. Ar.</p> <p>9. Koushik De, Sr. Ar.</p> <p>10. Partha Bose, Ar.</p> <p>11. Ritwick Chanda, Ar.</p> <p>12. Rajiv Kr. Mandal, Ar.</p> <p>13. Suman Gayen, Ar.</p> |
| 9 | CAG Auditing Standards 2017 (for Ars. to AAOs) | 05.09.2022 | Avijit Jana, SAO | <p>1. Sandeep Kr. Gond, AAO</p> <p>2. Manish Kr. Saw, AAO</p> <p>3. Sanjoy Mondal, AAO</p> <p>4. Samir Barua, Sr. Ar.</p> <p>5. Nabajit seth, Sr. Ar.</p> <p>6. Pratap Kr. Das, Sr. Ar.</p> <p>7. Tarun Das, Sr. Ar.</p> <p>8. Satwik Guhathakurata, Sr. Ar.</p> <p>9. Tanmay Biswas, Ar.</p> <p>10. Subhash Biswas, Ar.</p> <p>11. Abhinay Gaurav, Ar.</p> |
| 10 | OIOS, GeM, e-Office (for Ars. To SAOs) | 06.09.2022 | Chandrani Singha, AAO | <p>1. Tushar Kanti Ghosh, SAO</p> <p>2. Amitava Banerjee, SAO</p> <p>3. Dipankar Pal, SAO</p> <p>4. Sandeep Kr. Gond, AAO</p> <p>5. Manish Kr. Saw, AAO</p> <p>6. Punam Malpani, AAO</p> <p>7. Sanjoy Mondal, AAO</p> <p>8. Raju Kumar Sharma, AAO</p> <p>9. Debdut Mukherjee, AAO</p> <p>10. Uday Narain Prabhakar, AAO</p> <p>11. Mantosh Kumar, AAO</p> <p>12. Akashdeep Mukherjee, AAO</p> <p>13. Samir Barua, Sr. Ar.</p> <p>14. Nabajit seth, Sr. Ar.</p> <p>15. Pratap Kr. Das, Sr. Ar.</p> |

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|----|---|------------|---------------------|---|
| | | | | 16. Tarun Das, Sr. Ar. 17. Satwik Guhathakurata, Sr. Ar. 18. Tanmay Biswas, Ar. 19. Subhash Biswas, Ar. 20. Abhinay Gaurav, Ar. |
| 11 | Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013 | 07.09.2022 | Sangeeta Barua, AAO | 1. Punam Malpani, AAO 2. Ms. Smriti, HO 3. Sharmila Bandyopadhyay, Asstt. Supervisor 4. Ruma Mukherjee, Steno-I 5. Beauty Gupta, JT 6. Gopal Ch. Adhikary, Sr. Ar. 7. Nabajit Seth, Sr. Ar. 8. Tarun Das, Sr. Ar. 9. Ranjit Roy, Sr. Ar. 10. Sushmita Das, Sr. Ar. 11. Susmita Saren, C/T |

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This issues with the approval of Deputy Director.

Sd/-

Senior Audit Officer (Admn)

No.-Admn/2(18)/Vol.-XIV/Training/2022-23/330-444

Dated: 26.04.2022

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43. Shri Dulal Mondal, C/T

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46. Personal file of Shri Raj Kumar Bala, Assistant Supervisor
47. Ms. Sharmila Bandyopadhyay, Assistant Supervisor
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49. Shri Uttam Kumar Mitra, Assistant Supervisor
50. Personal file of Shri Uttam Kumar Mitra, Assistant Supervisor
51. Shri Bichitra Kumar Roy, Assistant Supervisor
52. Personal file of Shri Bichitra Kumar Roy, Assistant Supervisor
53. Shri Palash Parui, Assistant Supervisor
54. Personal file of Shri Palash Parui, Assistant Supervisor
55. Shri Rajiv Ranjan, DEO Gr. A
56. Personal file of Shri Rajiv Ranjan, DEO Gr. A
57. Shri Rakesh Kumar Choudhary, DEO Gr. A
58. Personal file of Shri Rakesh Kumar Choudhary, DEO Gr. A
59. Shri Tarun Das, Senior Auditor
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73. Shri Sandeep Kumar Gond, AAO
74. Personal file of Shri Sandeep Kumar Gond, AAO
75. Shri Manish Kumar Saw, AAO
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77. Shri Sanjoy Mondal, AAO
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79. Shri Samir Barua, Senior Auditor
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81. Shri Pratap Kumar Das, Senior Auditor
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83. Shri Tanmay Biswas, Auditor
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89. Shri Tushar Kanti Ghosh, SAO
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91. Shri Amitava Banerjee, SAO
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93. Shri Dipankar Pal, SAO
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99. Shri Debdut Mukherjee, AAO
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101. Shri Uday Narain Prabhakar, AAO
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103. Shri Mantosh Kumar, AAO
104. Personal file of Mantosh Kumar, AAO
105. Shri Akashdeep Mukherjee, AAO
106. Personal file of Akashdeep Mukherjee, AAO
107. Ms. Smriti, Hindi Officer
108. Personal file of Ms. Smriti, Hindi Officer
109. Ms. Ruma Mukherjee, Stenographer Gr.-I
110. Personal file of Ms. Ruma Mukherjee, Stenographer Gr.-I
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