



**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./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

				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.

				<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>

				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

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/2022-23/330-444

Dated: 26.04.2022

Copy forwarded for information and necessary action to:-

1. The Sr. Audit Officer (Admn), O/o the Director General of Audit, Environment & Scientific Departments, D.G.C.R Building, I.P. Estate, New Delhi-110 002
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
4. OAD/Central/FAP Section
5. IT Cell

6. Director's Cell
7. Report Section
8. Routine Section
9. GAD/FPA Section
10. Hindi Cell
11. Shri Surajit Mandal, Assistant Supervisor
12. Personal file of Shri Surajit Mandal, Assistant Supervisor
13. Shri Niloy Das, Senior Auditor
14. Personal file of Shri Niloy Das, Senior Auditor
15. Shri Nabajit Seth, Senior Auditor
16. Personal file of Shri Nabajit Seth, Senior Auditor
17. Shri Biswajit Kundu, Senior Auditor
18. Personal file of Shri Biswajit Kundu, Senior Auditor
19. Shri Gopal Chandra Adhikary, Senior Auditor
20. Personal file of Shri Gopal Chandra Adhikary, Senior Auditor
21. Shri Snehangshu Das, Senior Auditor
22. Personal file of Shri Snehangshu Das, Senior Auditor
23. Ms. Beauty Gupta, Junior Translator
24. Personal file of Ms. Beauty Gupta, Junior Translator
25. Shri Partha Bose, Auditor
26. Personal file of Shri Partha Bose, Auditor
27. Shri Ritwick Chanda, Auditor
28. Personal file of Shri Ritwick Chanda, Auditor
29. Shri Rajiv Kumar Mandal, Auditor
30. Personal file of Shri Rajiv Kumar Mandal, Auditor
31. Shri Yashraj Kumar, DEO Gr. B
32. Personal file of Shri Yashraj Kumar, DEO Gr. B
33. Shri Sunil Kumar Yadav, DEO Gr. B
34. Personal file of Shri Sunil Kumar Yadav, DEO Gr. B
35. Ms. Susmita Saren, C/T
36. Personal file of Ms. Susmita Saren, C/T
37. Shri Binod Kumar Sah, C/T
38. Personal file of Shri Binod Kumar Sah, C/T
39. Shri Anil Kumar Jha, C/T
40. Personal file of Shri Anil Kumar Jha, C/T
41. Shri Rahul Garai, C/T
42. Personal file of Shri Rahul Garai, C/T
43. Shri Dulal Mondal, C/T

44. Personal file of Shri Dulal Mondal, C/T
45. Shri Raj Kumar Bala, Assistant Supervisor
46. Personal file of Shri Raj Kumar Bala, Assistant Supervisor
47. Ms. Sharmila Bandyopadhyay, Assistant Supervisor
48. Personal file of Ms. Sharmila Bandyopadhyay, Assistant Supervisor
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
60. Personal file of Shri Tarun Das, Senior Auditor
61. Shri Satwik Guhathakurata, Senior Auditor
62. Personal file of Shri Satwik Guhathakurata, Senior Auditor
63. Shri Ranjit Roy, Senior Auditor
64. Personal file of Shri Ranjit Roy, Senior Auditor
65. Shri Hegin Singson, Senior Auditor
66. Personal file of Shri Hegin Singson, Senior Auditor
67. Ms. Sushmita Das, Senior Auditor
68. Personal file of Ms. Sushmita Das, Senior Auditor
69. Shri Koushik De, Senior Auditor
70. Personal file of Shri Koushik De, Senior Auditor
71. Shri Suman Gayen, Auditor
72. Personal file of Shri Suman Gayen, Auditor
73. Shri Sandeep Kumar Gond, AAO
74. Personal file of Shri Sandeep Kumar Gond, AAO
75. Shri Manish Kumar Saw, AAO
76. Personal file of Shri Manish Kumar Saw, AAO
77. Shri Sanjoy Mondal, AAO
78. Personal file of Shri Sanjoy Mondal, AAO
79. Shri Samir Barua, Senior Auditor
80. Personal file of Shri Samir Barua, Senior Auditor
81. Shri Pratap Kumar Das, Senior Auditor
82. Personal file of Shri Pratap Kumar Das, Senior Auditor

83. Shri Tanmay Biswas, Auditor
84. Personal file of Shri Tanmay Biswas, Auditor
85. Shri Subhash Biswas, Auditor
86. Personal file of Shri Subhash Biswas, Auditor
87. Shri Abhinay Gaurav, Auditor
88. Personal file of Shri Abhinay Gaurav, Auditor
89. Shri Tushar Kanti Ghosh, SAO
90. Personal file of Shri Tushar Kanti Ghosh, SAO
91. Shri Amitava Banerjee, SAO
92. Personal file of Shri Amitava Banerjee, SAO
93. Shri Dipankar Pal, SAO
94. Personal file of Shri Dipankar Pal, SAO
95. Ms. Punam Malpani, AAO
96. Personal file of Ms. Punam Malpani, AAO
97. Shri Raju Kumar Sharma, AAO
98. Personal file of Shri Raju Kumar Sharma, AAO
99. Shri Debdut Mukherjee, AAO
100. Personal file of Shri Debdut Mukherjee, AAO
101. Shri Uday Narain Prabhakar, AAO
102. Personal file of Shri Uday Narain Prabhakar, AAO
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
111. Secretary, Scientific Audit (Category-I) Association, Kolkata,
112. Secretary, Scientific Audit (Category-II) Association, Kolkata,
113. Secretary, Scientific Audit (Category-III) Association, Kolkata,
114. Office Order Book
115. Notice Board

Sd/-

Sr. Audit Officer (Admn.)



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OFFICE ORDER

O.O. No. Admn./15

Date: 27.04.2022

In partial modification to this Office Order No. Admn./12 dated 26.04.2022 (copy enclosed), the In-house Training on “Administrative Matters” will be held on 04.05.2022 instead of 28.04.2022.

The rest of the said Office Order remains the same.

This issues with the approval of Deputy Director.

Sd/-

Senior Audit Officer (Admn)

No.- Admn/2(18)/Vol.-IV/Training/2022-23/733-790

Dated: 27.04.2022

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11. Personal file of Shri Avijit Jana, Senior Audit Officer
12. Shri Deepak Kumar Singh, Assistant Audit Officer
13. Personal file of Shri Deepak Kumar Singh, Assistant Audit Officer

14. Shri Kartick Ch Gayen, Assistant Audit Officer
15. Personal file of Shri Kartick Ch Gayen, Assistant Audit Officer
16. Ms. Chandrani Singha, Assistant Audit Officer
17. Personal file of Ms. Chandrani Singha, Assistant Audit Officer
18. Ms. Sangeeta Barua, Assistant Audit Officer
19. Personal file of Ms. Sangeeta Barua, Assistant Audit Officer
20. Shri Swarup Biswas, Assistant Audit Officer
21. Personal file of Shri Swarup Biswas, Assistant Audit Officer
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55. Secretary, Scientific Audit (Category –II) Association, Kolkata,
56. Secretary, Scientific Audit (Category –III) Association, Kolkata,
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Sr. Audit Officer (Admn.)