



**Indian Audit & Accounts Department,  
Office of the Director General of Audit,  
Environment & Scientific Departments, Kolkata Branch  
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**OFFICE ORDER**

**O.O. No. Admn./43**

**Date: 12.07.2022**

An User-based training on the e-Office has been arranged through MS Teams on 15.07.2022 from 10:30 am to 01:00 pm by IS Wing, Headquarters office.

All the employees of this office are directed to attend the training by using the link in the trail mail of the forwarding email.

**Sd/-**

**Senior Audit Officer (Admn)**

**No. Admn/2(18)/Vol.-IV/Training/2022-23/1713-1917**

**Dated: 12.07.2022**

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. All employees and their personal files

12. Secretary, Scientific Audit (Category-I) Association, Kolkata,
13. Secretary, Scientific Audit (Category-II) Association, Kolkata,
14. Secretary, Scientific Audit (Category-III) Association, Kolkata,
15. Office Order Book
16. Notice Board

**Sd/-**

**Sr. Audit Officer (Admn.)**