



**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**

Phone: 033-2289/4111/12/13

Fax: 033-2289-4060

E-mail id: admn.kol.esd@cag.gov.in

OFFICE ORDER

O.O. No. Admn./14

Date: 27.04.2022

An User-based training on the e-Office has been arranged through MS Teams on 28-04-2022 from 10:30 am to 02:00 pm by 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.

This issues with the approval of Deputy Director.

Sd/-

Senior Audit Officer (Admn)

No. Admn/2(18)/Vol.-IV/Training/2022-23/528-732

Dated: 27.04.2022

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. 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.)