



**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./34

Date: 08.06.2022

Shri **Dulal Mondal**, Clerk/Typist who has been appointed to the post of Clerk/Typist on 25.08.2021 on compassionate grounds vide this Office Order no. Admn./60 dated 27.08.2021 is directed to appear in the prescribed typing test to be held on **20.06.2022** at **11:00 AM** in this office. The duration of the test will be 10 (ten) minutes and the candidate is required to obtain the typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per Hour or 9000 Key Depression Per Hour respectively on an average of 5 key depressions for each word) to clear the type test.

He is directed to submit his preference of medium, in writing, to Administration Section latest by 08.06.2022.

The Deputy Director has kindly nominated Shri **Avijit Jana**, Senior Audit Officer as the invigilator for conducting the said type test.

This will be his **3rd chance** out of total eight chances available to Shri Dulal Mondal, Clerk/Typist to clear the said typing test.

This issues with the approval of Deputy Director.

Sd/-

Senior Audit Officer (Admn)

No.-Admn/2(130)/Vol.-V/2022-23/1442-1459

Dated: 08.06.2022

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. Establishment Section

3. OAD/Central/FAP Section
4. IT Cell
5. Director's Cell
6. Report Section
7. Routine Section
8. GAD/FPA Section
9. Hindi Cell
10. Shri Avijit Jana, Senior Audit Officer
11. Personal file of Shri Avijit Jana, Senior Audit Officer
12. Shri Dulal Mondal, Clerk/Typist
13. Personal file of Shri Dulal Mondal, Clerk/Typist
14. Secretary, Scientific Audit (Category-I) Association, Kolkata,
15. Secretary, Scientific Audit (Category-II) Association, Kolkata,
16. Secretary, Scientific Audit (Category-III) Association, Kolkata,
17. Office Order Book
18. Notice Board

Sd/-

Sr. Audit Officer (Admn.)