



**Indian Audit & Accounts Department,
Office of the Director General of Audit,
Environment & Scientific Departments, Kolkata Branch
6th Floor, 2nd MSO Building, Nizam Palace,
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CORRIGENDUM

O.O. No. Admn./47

Dated: 20.07.2022

In partial modification to this Office Order No. Admn./30 dated 30.05.2022, the following training courses of the Induction Training Programme for Clerk/Typists have been rescheduled to be held as below.

Day	Session	Topic	Content	Syllabus	Faculty
21.07.2022 (Thursday)	1 & 2	Vouchers, challans and voucher audit	Concept of vouchers and challans. Duties of clerks in relation to audit of vouchers	Duties of clerks in relation to audit of vouchers	Tapas Banik, AAO
	3 & 4	MS Word	Text editing using MS Word	Spelling and grammar check, styles and templates, track changes	Swarup Biswas, AAO
22.07.2022 (Friday)	1 & 2	Evaluation	Test including evaluation of computer skills		Avijit Jana, SAO
	3 & 4	Experience Sharing, Feedback and Valediction	Experience Sharing, Feedback and Valediction		Avijit Jana, SAO

The rest of the said Office Order remains the same.

This issues with the approval of Deputy Director.

**Sd/-
Sr. Audit Officer (Admn.)**

No. Admn./2(18)/XIV/Training/2022-23/1974-2013

Dated: 20.07.2022

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. Establishment Section
3. OAD Section
4. Central Section
5. Field Audit Party Section
6. IT Cell
7. Director's Cell
8. Report Section
9. Routine Section
10. GAD/FPA Section
11. Hindi Cell
12. Shri Avijit Jana, Senior Audit Officer
13. Personal file of Shri Avijit Jana, Senior Audit Officer
14. Shri Swarup Biswas, Assistant Audit Officer
15. Personal file of Shri Swarup Biswas, Assistant Audit Officer
16. Shri Tapas Banik, Assistant Audit Officer
17. Personal file of Shri Tapas Banik, Assistant Audit Officer
18. Shri Pinaki Nath, Clerk/Typist
19. Personal file of Shri Pinaki Nath, Clerk/Typist
20. Shri Tapash Kumar Singha, Clerk/Typist
21. Personal file of Shri Tapash Kumar Singha, Clerk/Typist
22. Shri Prabir Purokait, Clerk/Typist
23. Personal file of Shri Prabir Purokait, Clerk/Typist
24. Shri Susmita Saren, Clerk/Typist
25. Personal file of Shri Susmita Saren, Clerk/Typist
26. Shri Bikash Maity, Clerk/Typist
27. Personal file of Shri Bikash Maity, Clerk/Typist
28. Shri Binod Kumar Sah, Clerk/Typist
29. Personal file of Shri Binod Kumar Sah, Clerk/Typist
30. Shri Anil Kumar Jha, Clerk/Typist
31. Personal file of Shri Anil Kumar Jha, Clerk/Typist
32. Shri Rahul Garai, Clerk/Typist
33. Personal file of Shri Rahul Garai, Clerk/Typist
34. Shri Dulal Mondal, Clerk/Typist
35. Personal file of Shri Dulal Mondal, Clerk/Typist
36. Secretary, Scientific Audit (Category-I) Association, Kolkata
37. Secretary, Scientific Audit (Category-II) Association, Kolkata
38. Secretary, Scientific Audit (Category-III) Association, Kolkata
39. Office Order Book
40. Notice Board

Sd/-

Sr .Audit Officer (Admn.)