

महानिदेशक-लेखापरीक्षा (केन्द्रीय प्राप्ति) नई दिल्ली का कार्यालय
शाखा-ग्वालियर, चतुर्थ तल, आडिट भवन, झांसी रोड, ग्वालियर 474002 (म.प्र.)

कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय प्राप्ति) नई दिल्ली , शाखा - ग्वालियर से सम्बंधित भारतीय लेखापरीक्षा और लेखा विभाग के पेंशन/परिवार पेंशन की Extant rules/provisions अंतर्गत आने वाली शिकायतों के निराकरण किये जाने हेतु दिनांक 31.12.2020 को सायं 03:00 बजे से सायं 05:00 बजे तक (M S Teams के माध्यम से) निम्नलिखित Link

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Nzl1NzU3MGQtZTk5OS00ODc1LWI5MjMtNTBkMGVhNmU0Y2U4%40thread.v2/0?context=%7b%22Tid%22%3a%2211f913f7-47f1-492f-8558-237196821266%22%2c%22Oid%22%3a%22949587d4-81f0-454a-a460-5efb4c9e90ea%22%7d

पर Video Conferencing के माध्यम से पेंशन अदालत का आयोजन किया जा रहा है। शिकायतकर्ताओं को दिनांक 31.12.2020 को पेंशन अदालत में प्रकरण निराकरण हेतु आमंत्रित किया जाता है। अतः इस कार्यालय से सम्बंधित पेंशन शिकायतों को मोबाइल न., Email id की जानकारी सहित दिनांक 28.12.2020 तक कार्यालय में जमा करायें। पेंशनर, आवेदन कार्यालय की Email id "brdgacrgwalior@cag.gov.in" पर भी प्रेषित कर सकते हैं।

हस्ता/-
निदेशक/सी.आर.ए
नोडल अधिकारी, पेंशन अदालत

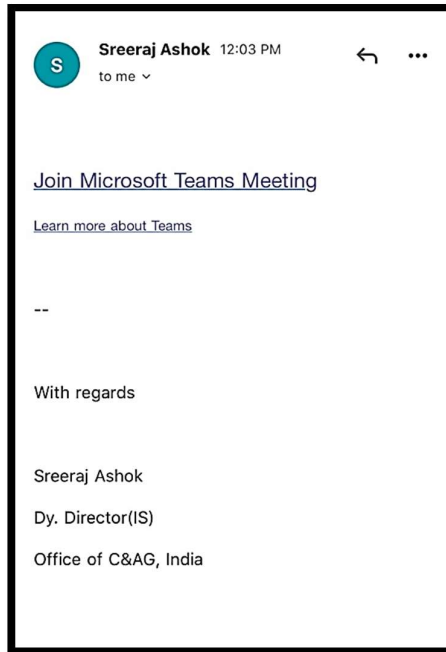
(DOs & DON'Ts)

A list of do's and don'ts for virtual meetings through Microsoft Teams is as follows:

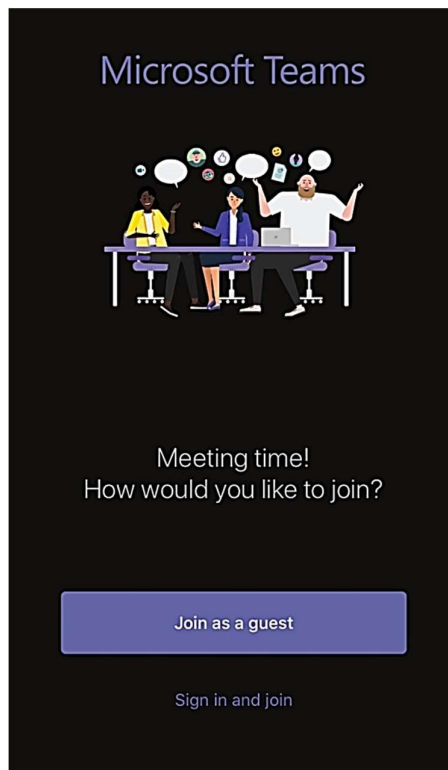
1. To join the meeting you don't need a Microsoft Teams License. You can join by clicking the link provided.
2. You can connect to the Microsoft Teams with your laptop (or desktop) or through a mobile phone (Android/ iOS). Please ensure reasonably good internet connectivity during the meeting from your end.
3. You can connect to the Microsoft Teams Invite through your web browser, even without the software.
4. Chrome and Edge Browsers support Teams calls. Safari browser does not currently support. In case safari is your Laptop/Desktop's default browser, kindly change it to chrome or Edge.
5. To ensure clarity of the virtual meeting, all participants are requested to turn off their video and turn off/ mute their audio, and turn on the audio ONLY when they are about to speak.
6. It is preferable to use earphones (with mic) to avoid extraneous noises in your environment disturbing the virtual meeting.

User Manual for Microsoft teams (as Mobile Guest User)

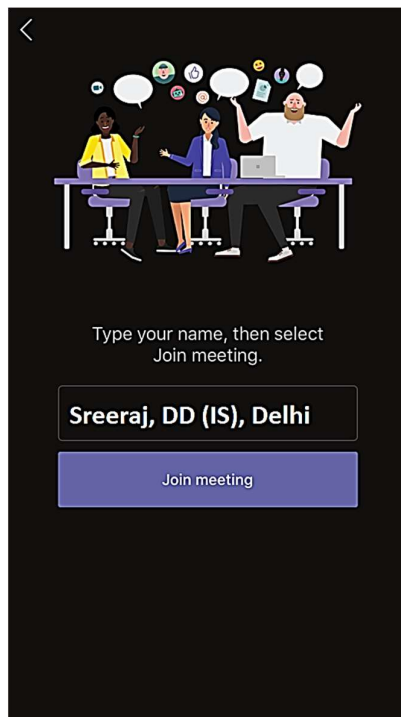
Step 1: Click the link (“Join Microsoft Teams Meetings”) at the scheduled time.



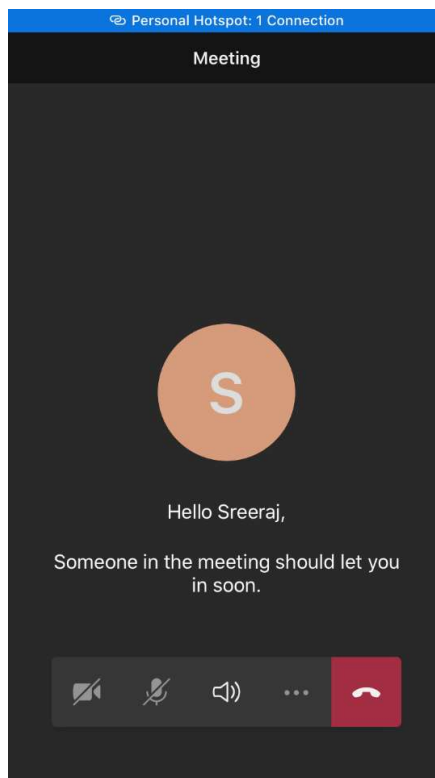
Step 2: Click “Join as a Guest”.



Step 3: Type your “First Name, Designation (in short), and Location” and Press Join Meeting.



Step 4: Kindly be patient, while you are being admitted into the meeting.



Step 5: Kindly turn off your “Video” and “Microphone” Setting, in- case it is not already turned off at the time of joining, by clicking the video and Mic buttons.

Step 6: In case you wish to respond, you may turn- on the Microphone. Switch off the Microphone again, once done speaking.

User Manual for Microsoft teams
for Laptops (as Guest User)

From: Sreeraj Ashok <sreeraja@cag.gov.in>
Date: Sunday, 12 April 2020 at 12:02 PM
To: sreerajashok <sreerajashok@gmail.com>
Subject: Teams test 2

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#)

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With regards

Sreeraj Ashok
Dy. Director(IS)
Office of C&AG, India



1. Click on the link in the email sent. It would open in another Browser Tab.

Microsoft Teams

Open Microsoft Teams?
https://teams.microsoft.com wants to open this application.

Open Microsoft Teams Cancel

2. Click cancel

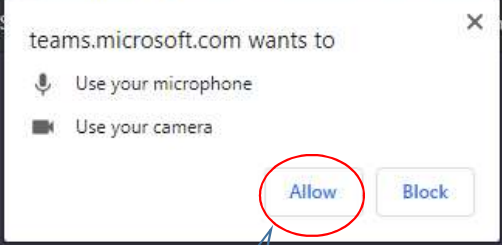
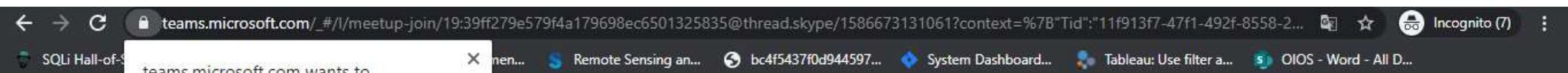


Experience the best of Teams meetings with the desktop app

Download the Windows app Join on the web instead

3. Click Join on the web instead

Already have the Teams app? Launch it now



3.5. Click "Allow", if prompted by the browser

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

For a better experience download the desktop app.

Choose your audio and video settings for
Meeting now

4. Enter First name, Designation (in short), Location

Sreeraj, DD (IS) Delhi

Join now

Video off

Microphone off

Devices

6. Click Join Now

5. Make sure video and Microphone are switched off (left as in the picture)

Other join options

Audio off

Phone audio

Close

Someone in the meeting should let you in soon

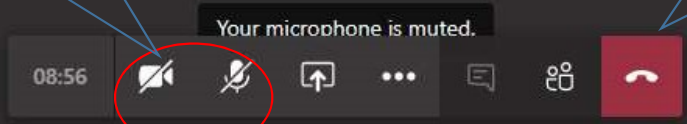
6. Wait




7. Switch on the Camera and Microphone, if you want to speak. Switch these settings off again, once done speaking.



8. End the call after the meeting is concluded.



Sreeraj Ashok  ...

