



**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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OFFICE ORDER

O.O. No. Admn./16

Date: 01.06.2023

Director has kindly nominated the following officers/officials to participate in the training courses mentioned against each of them at Regional Training Institute, 5th floor, 3rd MSO Building, CGO Complex, Salt Lake, Kolkata-700064 to be conducted during June -September 2023 with the direction to be present there at least 30 minutes prior to the scheduled time of commencement of the training:

Sl. No.	Course Code	Course Title	Period	Name (Shri/S) & designation of the participant (s)
1	2209002023111	Noting and Drafting	14.06.2023 to 16.06.2023	Raj Kr. Bala, Asstt. Sup. Uttam Kr. Mitra, Asstt. Sup. Tarun Das, Sr.Ar. Snehangshu Das, Sr.Ar.
2	2209002023206	IDEA Phase-II (Data analysis with practical examples and drawing meaningful conclusions.)	10.07.2023 to 12.07.2023	Arunava Sen, AAO
3	2209002023113	Audit of Contracts, Tenders and Contract Management including Public Works	10.07.2023 to 14.07.2023	Satwik Guhathakurata, Sr.Ar. Partha Bose, Ar.
4	2209002023207	MS Access with VB, (Developing projects using MS Access and Visual Basics Programming)	24.07.2023 to 28.07.2023	Snehangshu Das, Sr.Ar.

5	2209002023121	Performance Audit	04.09.2023 to 08.09.2023	Partha Bose, Ar.
6	2209002023123	GST alongwith other Indirect Taxes and Direct Taxes	18.09.2023 to 22.09.2023	Suman Gayen, AAO
7	2209002023210	IDEA (Phase-III) Case Studies	20.09.2023 to 21.09.2023	Arunava Sen, AAO

The trainees must ensure registration and submission of daily feedback & Online Impact Assessment in time.

This issues with the approval of Director.

Sd/-

Senior Audit Officer (Admn)

No.-Admn/2(162)/RTI-KOL/Vol.-XLVIII/2023-24/277-309

Dated: 01.06.2023

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. Sr. Audit Officer (Admn./Training), Regional Training Institute, 3rd MSO Building, CGO Complex, 5th floor, 'A' Wing, DF Block, Salt Lake, Sector-I, Kolkata-700064
4. Establishment Section
5. OAD/Central/FAP Section
6. IT Cell
7. Director's Cell
8. Report Section
9. Routine Section
10. GAD/FPA Section
11. Hindi Cell
12. Gradation List Seat
13. Shri Arunava Sen, AAO
14. Personal file of Shri Arunava Sen, AAO
15. Shri Suman Gayen, AAO

16. Personal file of Shri Suman Gayen, AAO
17. Shri Raj Kr. Bala, Asstt. Supervisor
18. Personal file of Shri Raj Kr. Bala, Asstt. Supervisor
19. Shri Uttam Kr. Mitra, Asstt. Supervisor
20. Personal file of Shri Uttam Kr. Mitra, Asstt. Supervisor
21. Shri Tarun Das, Sr.Ar.
22. Personal file of Shri Tarun Das, Sr.Ar.
23. Shri Satwik Guhathakurata, Sr.Ar.
24. Personal file of Shri Satwik Guhathakurata, Sr.Ar.
25. Shri Snehangshu Das, Sr.Ar.
26. Personal file of Shri Snehangshu Das, Sr.Ar.
27. Shri Partha Bose, Ar.
28. Personal file of Shri Partha Bose, Ar.
29. Secretary, Scientific Audit (Category-I) Association, Kolkata,
30. Secretary, Scientific Audit (Category-II) Association, Kolkata,
31. Secretary, Scientific Audit (Category-III) Association, Kolkata,
32. Office Order Book
33. Notice Board

Sd/-

Sr. Audit Officer (Admn.)