



**Indian Audit & Accounts Department,  
Office of the Director General of Audit,  
Environment & Scientific Departments, Kolkata Branch  
6<sup>th</sup> Floor, 2<sup>nd</sup> MSO Building, Nizam Palace,  
234/4 AJC Bose Road, Kolkata-700020**

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**Fax: 033-2289-4060**

**E-mail id: bresdkolkata@cag.gov.in**

**OFFICE ORDER**

**O.O. No. Admn./33**

**Date: 27.07.2023**

In pursuance of C&AG's Office circular letter dated 03.09.2012, Director has kindly nominated the following officials to participate in the training detailed below:-

Sl. No.	Name of the training course	Date (s) of training	Faculty (S/Shri)	Participants (S/Shri)
1	e-Office	28.07.2023 (FN)	Chandrani Singha, AAO	1. Priya Shaw, JT 2. Partha Bose, Ar. 3. Subhash Biswas, Ar. 4. Subham Joadar, Ar. 5. Ritwick Chanda, Ar. 6. Sibasish Banerjee, Ar. 7. Yashraj Kumar, DEO Gr. B 8. Sunil Kr. Yadav, DEO Gr. B 9. Rajiv Ranjan, DEO Gr. A 10. Pinaki Nath, C/T 11. Tapash Kr. Singha, C/T 12. Prabir Purokait, C/T 13. Susmita Saren, C/T 14. Bikash Maity, C/T 15. Binod Kr. Sah, C/T 16. Anil Kr. Jha, C/T 17. Rahul Garai, C/T 18. Dulal Mondal, C/T
2	e-Office	28.07.2023 (AN)	Chandrani Singha, AAO	1. Raj Kr. Bala, Asstt. Sup. 2. Sharmila Bandyopadhyay, Asstt. Sup. 3. Bichitra Kr. Roy, Asstt. Sup. 4. Goutam Debnath, Asstt. Sup. 5. Palash Parui, Asstt. Sup. 6. Surajit Mandal, Asstt. Sup. 7. Ms. Ruma Mukherjee, Steno Gr. I

				8. Niloy Das, Sr. Ar. 9. Esther Haokip, Sr. Ar. 10. Nabajit Seth, Sr. Ar. 11. Tarun Das, Sr. Ar. 12. Ranjit Roy, Sr. Ar. 13. Hegin Singson, Sr. Ar. 14. Biswajit Kundu, Sr. Ar. 15. Koushik De, Sr. Ar.
3	Sexual Harassment of women at workplace	01.08.2023	Sangeeta Barua, AAO	1. Ms. Smriti, HO 2. Raj Kr. Bala, Asstt. Sup. 3. Sharmila Bandyopadhyay, Asstt. Supervisor 4. Ruma Mukherjee, Steno-I 5. Priya Shaw, JT 6. Gopal Ch. Adhikary, Sr. Ar. 7. Esther Haokip, Sr. Ar. 8. Sushmita Das, Sr. Ar. 9. Sibasish Banerjee, Ar. 10. Susmita Saren, C/T 11. Binod Kr. Sah, C/T
4	Establishment Matters:- LTC, TA adjustment (for Ars./Sr. Ars./Asstt. Supervisors)	02.08.2023	Dipankar Pal, SAO	1. Niloy Das, Senior Auditor 2. Nabajit Seth, Sr. Auditor 3. Biswajit Kundu, Senior Auditor 4. Ranjit Roy, Sr. Ar. 5. Priya Shaw, JT 6. Sibasish Banerjee, Ar. 7. Bikash Maity, C/T 8. Binod Kr. Sah, C/T 9. Anil Kr. Jha, C/T 10. Rahul Garai, C/T 11. Dulal Mondal, C/T
5	Establishment Matters:- Joining Time, Settlement of medical claim under CGHS, AMA, Different types of leave, entry of leave (for Ars./Sr. Ars./Asstt. Supervisors)	03.08.2023 to 04.08.2023	Kartick Ch Gayen, AAO	1. Niloy Das, Senior Auditor 2. Nabajit Seth, Sr. Auditor 3. Biswajit Kundu, Senior Auditor 4. Ranjit Roy, Sr. Ar. 5. Priya Shaw, JT 6. Sibasish Banerjee, Ar. 7. Bikash Maity, C/T 8. Binod Kr. Sah, C/T 9. Anil Kr. Jha, C/T 10. Rahul Garai, C/T 11. Dulal Mondal, C/T
6	MS Office (for C/Ts DEOs, Ars/Sr.Ars/Asstt. Supervisors)	07.08.2023 to 08.08.2023	Swarup Biswas, AAO	1. Raj Kumar Bala, Assistant Supervisor 2. Uttam Kumar Mitra, Asstt. Supervisor, 3. Palash Parui, Assistant Supervisor 4. Priya Shaw, JT 5. Sibasish Banerjee, Ar.

				6. Yashraj Kumar, DEO Gr. B 7. Sunil Kr. Yadav, DEO Gr. B 8. Rajiv Ranjan, DEO Gr. A 9. Pinaki Nath, C/T 10. Susmita Saren, C/T 11. Anil Kr. Jha, C/T 12. Rahul Garai, C/T 13. Dulal Mondal, C/T
7	Pension and Family Pension	09.08.2023 to 10.08.2023	Dipankar Pal	1. Surajit Mandal, Assistant Supervisor 2. Priya Shaw, JT 3. Niloy Das, Sr. Ar. 4. Tarun Das, Sr. Ar. 5. Ranjit Roy, Sr. Ar. 6. Hegin Singson, Sr. Ar. 7. Koushik De, Sr. Ar. 8. Partha Bose, Ar. 9. Ritwick Chanda, Ar.
8	SAI portal	14.08.2023 & 16.08.2023	Tapas Banik, AAO	1. Bimal Sarkar, Sup. 2. Anirban Sengupta, Sup. 3. Raj Kr. Bala, Asstt. Sup. 4. Sharmila Bandyopadhyay, Asstt. Sup. 5. Uttam Kr. Mitra, Asstt. Sup. 6. Bichitra Kr. Roy, Asstt. Sup. 7. Goutam Debnath, Asstt. Sup. 8. Palash Parui, Asstt. Sup. 9. Surajit Mandal, Asstt. Sup. 10. Esther Haokip, Sr. Ar. 11. Nabajit Seth, Sr. Ar. 12. Biswajit Kundu, Sr. Ar. 13. Priya Shaw, JT 14. Sibasish Banerjee, Ar. 15. Pinaki Nath, C/T 16. Tapash Kr. Singha, C/T
9	OIOS	18.08.2023 (FN)	Bidhan Chandra Mahato, AAO	1. Bimal Sarkar, Sup. 2. Sharmila Bandyopadhyay, Asstt. Sup. 3. Uttam Kr. Mitra, Asstt. Sup. 4. Goutam Debnath, Asstt. Sup. 5. Nabajit Seth, Sr. Ar. 6. Satwik Guhathakurata, Sr. Ar. 7. Hegin Singson, Sr. Ar. 8. Snehangshu Das, Sr. Ar.

				9. Partha Bose, Ar. 10. Subhash Biswas, Ar.
10	GeM	18.08.2023 (AN)	Arunava Sen, AAO	1. Bichitra Kr. Roy, Asstt. Sup. 2. Palash Parui, Asstt. Sup. 3. Surajit Mandal, Asstt. Sup. 4. Niloy Das, Sr. Ar. 5. Ranjit Roy, Sr. Ar. 6. Koushik De, Sr. Ar. 7. Ritwick Chanda, Ar.
11	Office Procedure (for Ars./Sr. Ars./Asstt. Supervisors)	09.10.2023	Avijit Jana, SAO	1. Palash Parui, Assistant Supervisor 2. Niloy Das, Senior Auditor 3. Nabajit Seth, Sr. Auditor 4. Biswajit Kundu, Senior Auditor 5. Priya Shaw, JT 6. Partha Bose, Ar. 7. Ritwick Chanda, Ar. 8. Rajiv Kr. Mandal, Ar. 9. Yashraj Kumar, DEO Gr. B 10. Rakesh Kr. Choudhary, DEO Gr. A 11. Pinaki Nath, C/T 12. Susmita Saren, C/T 13. Binod Kr. Sah, C/T 14. Anil Kr. Jha, C/T 15. Rahul Garai, C/T 16. Dulal Mondal, C/T
12	Administrative Matters:- Conduct Rules, Confirmation, Probation, Seniority, Forwarding of application for other employment, Change of name, Resignation (for Ars./Sr. Ars./Asstt. Supervisors)	10.10.2023 to 11.10.2023	Avijit Jana, SAO	1. Niloy Das, Senior Auditor 2. Nabajit Seth, Sr. Auditor 3. Tarun Das, Sr. Ar. 4. Priya Shaw, JT 5. Partha Bose, Ar. 6. Ritwick Chanda, AAO 7. Rajiv Kr. Mandal, Ar. 8. Sunil Kr. Yadav, DEO Gr. B 9. Pinaki Nath, C/T 10. SusmitaSaren, C/T 11. Binod Kr. Sah, C/T 12. Anil Kr. Jha, C/T 13. Rahul Garai, C/T 14. Dulal Mondal, C/T

All the training programmes will be conducted in Classroom mode and each day there will be four sessions of 75 minutes (11:00 AM to 12:15 PM; 12:30 P.M. to 01:45 PM; 02:30 PM to 03:45 PM and 04:00 PM to 05:15 PM). The trainees must ensure registration on SAI portal prior to commencement of the training and submission of Session Feedback after each session and

Course Feedback at the end of the course. The Online Impact Assessment must be submitted in time.

**Sd/-**  
**Senior Audit Officer (Admn)**

**No.-Admn/2(18)/Vol.-XV/Training/2023-24/653-771**

**Dated: 27.07.2023**

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. 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. Shri Avijit Jana, SAO
12. Personal file of Shri Avijit Jana, SAO
13. Shri Dipankar Pal, SAO
14. Personal file of Shri Dipankar Pal, SAO
15. Shri Kartick Ch Gayen, AAO
16. Personal file of Shri Kartick Ch Gayen, AAO
17. Ms. Chandrani Singha, AAO
18. Personal file of Ms. Chandrani Singha, AAO
19. Shri Bidhan Chandra Mahato, AAO
20. Personal file of Shri Bidhan Chandra Mahato, AAO
21. Ms. Sangeeta Barua, AAO
22. Personal file of Ms. Sangeeta Barua, AAO
23. Shri Swarup Biswas, AAO
24. Personal file of Shri Swarup Biswas, AAO
25. Shri Tapas Banik, AAO
26. Personal file of Shri Tapas Banik, AAO

27. Shri Arunava Sen, AAO
28. Personal file of Shri Arunava Sen, AAO
29. Ms. Smriti, HO
30. Personal file of Ms. Smriti, HO
31. Shri Bimal Sarkar, Sup.
32. Personal file of Shri Bimal Sarkar, Sup.
33. Shri Anirban Sengupta, Sup.
34. Personal file of Shri Anirban Sengupta, Sup.
35. Shri Raj Kr. Bala, Asstt. Sup.
36. Personal file of Shri Raj Kr. Bala, Asstt. Sup.
37. Ms. Sharmila Bandyopadhyay, Asstt. Sup.
38. Personal file of Ms. Sharmila Bandyopadhyay, Asstt. Sup.
39. Shri Uttam Kumar Mitra, Asstt. Sup.
40. Personal file of Shri Uttam Kumar Mitra, Asstt. Sup.
41. Shri Bichitra Kr. Roy, Asstt. Sup.
42. Personal file of Shri Bichitra Kr. Roy, Asstt. Sup.
43. Shri Goutam Debnath, Asstt. Sup.
44. Personal file of Shri Goutam Debnath, Asstt. Sup.
45. Shri Palash Parui, Asstt. Sup.
46. Personal file of Shri Palash Parui, Asstt. Sup.
47. Shri Surajit Mandal, Asstt. Sup.
48. Personal file of Shri Surajit Mandal, Asstt. Sup.
49. Ms. Ruma Mukherjee, Steno Gr. I
50. Personal file of Ms. Ruma Mukherjee, Steno Gr. I
51. Shri Niloy Das, Sr. Ar.
52. Personal file of Shri Niloy Das, Sr. Ar.
53. Shri Gopal Ch. Adhikary, Sr. Ar.
54. Personal file of Shri Gopal Ch. Adhikary, Sr. Ar.
55. Ms. Esther Haokip, Sr. Ar.
56. Personal file of Ms. Esther Haokip, Sr. Ar.
57. Shri Nabajit Seth, Sr. Ar.
58. Personal file of Shri Nabajit Seth, Sr. Ar.
59. Shri Tarun Das, Sr. Ar.
60. Personal file of Shri Tarun Das, Sr. Ar.
61. Shri Satwik Guhathakurata, Sr. Ar.
62. Personal file of Shri Satwik Guhathakurata, Sr. Ar.
63. Shri Ranjit Roy, Sr. Ar.
64. Personal file of Shri Ranjit Roy, Sr. Ar.
65. Shri Hegin Singson, Sr. Ar.

66. Personal file of Shri Hegin Singson, Sr. Ar.
67. Shri Biswajit Kundu, Sr. Ar.
68. Personal file of Shri Biswajit Kundu, Sr. Ar.
69. Shri Snehangshu Das, Sr. Ar.
70. Personal file of Shri Snehangshu Das, Sr. Ar.
71. Ms. Sushmita Das, Sr. Ar.
72. Personal file of Ms. Sushmita Das, Sr. Ar.
73. Shri Koushik De, Sr. Ar.
74. Personal file of Shri Koushik De, Sr. Ar.
75. Ms. Priya Shaw, JT
76. Personal file of Ms. Priya Shaw, JT
77. Shri Partha Bose, Ar.
78. Personal file of Shri Partha Bose, Ar.
79. Shri Subhash Biswas, Ar.
80. Personal file of Shri Subhash Biswas, Ar.
81. Shri Subham Joadar, Ar.
82. Personal file of Shri Subham Joadar, Ar.
83. Shri Ritwick Chanda, Ar.
84. Personal file of Shri Ritwick Chanda, Ar.
85. Shri Rajiv Kr. Mandal, Ar.
86. Personal file of Shri Rajiv Kr. Mandal, Ar.
87. Shri Sibasish Banerjee, Ar.
88. Personal file of Shri Sibasish Banerjee, Ar.
89. Shri Yashraj Kumar, DEO Gr. B
90. Personal file of Shri Yashraj Kumar, DEO Gr. B
91. Shri Sunil Kr. Yadav, DEO Gr. B
92. Personal file of Shri Sunil Kr. Yadav, DEO Gr. B
93. Shri Rajiv Ranjan, DEO Gr. A
94. Personal file of Shri Rajiv Ranjan, DEO Gr. A
95. Shri Rakesh Kr. Choudhary, DEO Gr. A
96. Personal file of Shri Rakesh Kr. Choudhary, DEO Gr. A
97. Shri Pinaki Nath, C/T
98. Personal file of Shri Pinaki Nath, C/T
99. Shri Tapash Kr. Singha, C/T
100. Personal file of Shri Tapash Kr. Singha, C/T
101. Shri Prabir Purokait, C/T
102. Personal file of Shri Prabir Purokait, C/T
103. Ms. Susmita Saren, C/T
104. Personal file of Ms. Susmita Saren, C/T

105. Shri Bikash Maity, C/T
106. Personal file of Shri Bikash Maity, C/T
107. Shri Binod Kr. Sah, C/T
108. Personal file of Shri Binod Kr. Sah, C/T
109. Shri Anil Kr. Jha, C/T
110. Personal file of Shri Anil Kr. Jha, C/T
111. Shri Rahul Garai, C/T
112. Personal file of Shri Rahul Garai, C/T
113. Shri Dulal Mondal, C/T
114. Personal file of Shri Dulal Mondal, C/T
115. Secretary, Scientific Audit (Category-I) Association, Kolkata,
116. Secretary, Scientific Audit (Category-II) Association, Kolkata,
117. Secretary, Scientific Audit (Category-III) Association, Kolkata,
118. Office Order Book
119. Notice Board

*Due*

**Sr. Audit Officer (Admn.)**





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### **CORRIGENDUM**

**O.O. No. Admn./34**

**Date: 28.07.2023**

In partial modification to this Office Order No. Admn./33 dated 27.07.2023, the following training course will be held as detailed below:-

Name of the training course	Date of training	Faculty (S/Shri)	Name (S/Shri) of Participants
Sexual Harassment of women at workplace	01.08.2023	Ms. Smriti, HO	1. Raj Kr. Bala, Asstt. Sup. 2. Sharmila Bandyopadhyay, Asstt. Sup. 3. Ruma Mukherjee, Steno-I 4. Priya Shaw, JT 5. Gopal Ch. Adhikary, Sr. Ar. 6. Esther Haokip, Sr. Ar. 7. Sushmita Das, Sr. Ar. 8. Sibasish Banerjee, Ar. 9. Susmita Saren, C/T 10. Binod Kr. Sah, C/T 11. Susmita Mukherjee, MTS

**Sd/-**

**Senior Audit Officer (Admn)**

**No.-Admn/2(18)/Vol.-XV/Training/2023-24/772-810**

**Dated: 28.07.2023**

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13. Ms. Smriti, HO
14. Personal file of Ms. Smriti, HO
15. Shri Raj Kr. Bala, Asstt. Sup.
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17. Ms. Sharmila Bandyopadhyay, Asstt. Sup.
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27. Ms. Priya Shaw, JT
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29. Shri Sibasish Banerjee, Ar.
30. Personal file of Shri Sibasish Banerjee, Ar.
31. Ms. Susmita Saren, C/T
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33. Shri Binod Kr. Sah, C/T
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Sr. Audit Officer (Admn.)