



महानिदेशक लेखापरीक्षा का कार्यालय, केन्द्रीय, कोलकाता
OFFICE OF THE DIRECTOR GENERAL OF AUDIT, CENTRAL, KOLKATA
जि आई प्रेस बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता - 700001
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For all circulation through mail and notice board

No. Admn/C/DG (I)/ Inspn/2022-23/3268

Dated: 15.02.2023

The DAI(RC) from the Headquarters Office will be visiting the Main Office Kolkata on 23rd and 24th February 2023.

In this connection, following instructions are issued for strict adherence by the officials of this Office, positively by OAD wing:

1. Officials and staff members should maintain strict punctuality in attendance and avoid applying for leave or absenting themselves, except under emergency circumstances.
2. Leave Sanctioning Authorities are advised to sanction leave to applicants only in exceptional circumstances, depending upon the merit of each application.

This issues with the approval of Competent Authority.

Sd/-

Sr. Audit Officer (Administration)

No. Admn/C/ DG (I)/Inspn/2022-23/3269 (1-18)

Dated: 15.02.2023

Copy for information to the:

1. Director (RAIDT)
2. Director (RADT II)
3. Dy. Director (Inspn)
4. Dy. Director (RADT I)
5. Welfare Officer
6. Secretary to the Director General of Audit

7. Director (Admn.)'s Secretariat
8. Sr. Audit Officer (Record)
9. Sr. Audit Officer (Entitlement)
10. Sr. Audit Officer (IT Cell)
11. Sr. Audit Officer (Confidential)
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16. Hindi Officer
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Sr. Audit Officer (Administration)