



OFFICE OF THE ACCOUNTANT GENERAL (AUDIT) - I
ODISHA: BHUBANESWAR

CIRCULAR

Sub: Correspondence with the Headquarters Office - regarding.

Please find enclosed herewith a copy of Headquarters Office letter No. 73-Staff Entt. - II/47-2020 dated 28.07.2017 on the subject mentioned above. It has been intimated that all correspondence relating to administrative matters of Staff Wing may **ONLY** be sent through e-mail (acn@cag.gov.in). **Exception** is only made for cases that require detailed examination such as Disciplinary cases or cases which require reference to be made to the Ministry etc., in which case hard copies of letters along with necessary documents may only be sent.

Sd/-

Deputy Accountant General (Admn.)

Memo No. Admn (Audit I)/Gen/GoI/684

Date: 19 October 2020

Copy forwarded for information and necessary action to:

1. Secretary to Accountant General (Audit I), Odisha, Bhubaneswar
2. Sr. DAG/DAGs: AMG I/ AMG II/ AMG III/ AMG IV/ AMG V of Office the Accountant General (Audit I), Odisha, Bhubaneswar
3. Branch Officers: Vigilance/ Estate Cell/ Hindi Cell/ OM I/ Trg. & Exam/ Confidential Cell/ AMG I/ AMG II/ AMG III/ AMG IV/ AMG V/ FAW/Report (PAC)/ Report & ECPA/ITA of Accountant General (Audit I), Odisha, Bhubaneswar
4. AAO/DA&RC with a request to upload the Headquarters instructions in Office-intranet.
5. Guard File.

[Signature]
19/10/2020

Sr. Audit Officer/Admn. (Audit I)

[Handwritten note]
Jr. Rupesh, DEO.
Pl. upload.
20/10/2020

(C. No. 393)

AG (G & SSA)/Secff./Dy. No. 305 Dt. 30/06/2020
(Main)



हसन (सा. एवं सा.क्षे.लेप.)-नि.म.लेप-भा.स.-द्वयरी सं.
dmn. (G & SSA)-CAG-GI-Dy. No. 26
Dt: 02-07-2020

Circular No. 28 -Staff Entt. II/2020

No. 73 -Staff Entt.-II/47-2020

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124
OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Deendayal Upadhyaya Marg, New Delhi-110 124

दिनांक / DATE 30 JUN 2020

Sr. DAG (Admin) Secff. Dy. No. 156/172

To

All Heads of Offices in IA&AD

Sub: Regarding correspondence with the headquarters

Sir/Madam,

Please refer headquarters D. O. letter no. 72/Staff Entt. II/47-2020 dated 24.06.2020 regarding correspondence with headquarters. Vide D. O. letter mentioned ibid, all the field offices have been instructed that all the correspondence relating to administrative issues will be made only through e-mail addressed to DG(Staff) /AC(N) /concerned SAOs of Staff Wing or PD(headquarters)/Director (P)/ Director (Works).

2. In this regard, it is intimated that all correspondence relating to administrative matters of Staff Wing may be sent through e-mail addressed to acn@cag.gov.in. No action would be taken on letters received physically.

3. In case, a D.O. letter is proposed to be sent, it may be specifically be sent from the personal e-mail ID of the officer (addressor) to personal e-mail ID of the officer to whom it has been addressed (addressee) i.e. to DAI at punhaniS@cag.gov.in, DG (Staff) at jamalkb@cag.gov.in & to AC(N) at venkatanathanvs@cag.gov.in.

4. Hard copies of letters along with necessary documents may only be sent in those cases which require detailed examination such as disciplinary cases, cases which require reference to be made to the Ministry etc.

5. All returns and report should be sent to Headquarters invariably by e-mail to acn@cag.gov.in only, as per direction given in circular dt. 27.05.2020.

V. Venkatanathan
30/6/2020

(V.S. Venkatanathan)

Assistant Comptroller & Auditor General (N)

Sr. AO/Admn

[Signature]
17/7/20

AAO/Admn.
circulate.

Sr. Rakesh, DEO.
pl upload.
20/10/2020.