

FAX/Regd. POST

No.O&M/130/OTI Gurgaon/2019-20
O/o the PCDA (WC)
Chandigarh
Dated- 30.05.2019

To,
The officer-in-Charge

1. LAO (OD) Shakurbasti	2. LAO 505 ABWS Delhi Cantt
3. LAO (CVD) Delhi Cantt.	

Sub: Training course on "Role and Functions of LAOs, Internal Audit of Units, Writing Audit Report, MFAI, IAR, AAC, Financial Advice and Audit Para etc."

A three day course on the subject is being organized from 12.06.2019 to 14.06.2019 at Officer's Training Institute, Gurgaon.

2. Accordingly, following officers as per detail given below are hereby detailed to attend the subject course on the date and venue mentioned above.

3. To make full utilization of the course, all the participants officers are requested to study ALAM, Part-I, Part-II, and SAI and other relevant orders/instructions on subject along with case studies and prepare a presentation on the matters related to Local Audit and to make a note regarding nature of work in their office as well as issues being faced to be discussed during the course.

Sl.No.	Name/designation/A/c No.	Present office.
1.	Sh. Neeraj Gupta, SAO, 8327503	LAO (OD) Shakurbasti
2.	Sh. Anindya Sunder, AAO, 8335903	LAO 505 ABWS Delhi Cantt.
3	Sh. Jagmohan Sah, AAO, 8345582	LAO (CVD) Delhi Cantt.

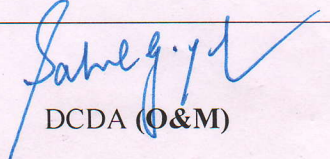
4. The officers may therefore be relieved off their duties to participate in the subject course.

5. TA/DA is authorized as per extant orders.

DCDA (O&M)

Copy to:

1.	Officer's Training Institute Plot No.53, Sector 44, Gurgaon	w.r.t their letter no. OTI/GGN/Trg.2019-20/LAOs dated 28.05.2019.
2.	The Officer In-charge AN-I (Local)	For information wrt OTI letter referred to above
3.	The Officer in charge IT & S Section	For uploading on official website.


DCDA (O&M)