



Saroj Punhani, IA & AS
Deputy Comptroller & Auditor General

SAROJ PUNHANI
DY.CAG(HR)

Dear Colleague

I hope all of you are doing fine in this challenging time. Of late, we have been thinking of as to how we could mitigate the paper work; as a large number of letters are received in my wing from the field offices seeking clarification/approval/sanction on issues pertaining to various administrative matters which are time bound. In view of the ongoing Covid-19 pandemic and keeping in sync with the Government instructions, we are all currently functioning with 50% staff in office while others are working from home.

2. In the present scenario, due to the various factors inter-alia postal delay, delay in receipt & dispatch sections, reduced staff strength in offices/work from home, the letters received in hard copies may cause delay in timely examination and disposal. In fact, earlier a circular dated 27th May 2020 was issued from here where by all field offices have been given directions to send all returns/reports due to the Headquarters through e-mail only.

3. Keeping in view the current conditions, I, would urge all of you to go totally digital and therefore, henceforth, kindly ensure that all the correspondence relating to our wing be made only through e-mail. Needless to mention here, depending upon the subject matter/importance the mails may be addressed to DG (Staff)/ACN(N)/ concerned Sr.AO of Staff Wing or PD (Headquarter)/ Director (Works)/ Director (Personnel)/ concerned Sr.AO of Headquarter/Works wing. All communication addressed to the undersigned must also be via e-mail.

4. It would be pertinent to flag here that hard copies of letters along with the necessary documents are sent only in those cases which require detailed document examination such as disciplinary matters, cases which require references to be made to Ministries etc.

5. I take this opportunity to wish all of you and your families a safe and healthy time ahead.

Best Wishes

Yours sincerely,

All Heads of Department

उ.म.ले. सचिव.

सं. दि.

DAG, DA&RC Secy.

Dy. No. 32 Dt. 24/6/20

Saroj Punhani

Sh. Daman Bishwas

DA Gr. In. Dy. No. 31
डा.वि.स.आवक नं.
DAG-1/11/111/10/V/DA&RC/Adm

CD No 360

AG (G & SSA)/Sectt./Dy. No. 281 Dt. 24/6/20

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DA Gr. In. Dy. No. 32

डा.वि.स.आवक नं. 25/6/20

D.O. No.72 /Staff Entt/47-2020

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भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय

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दिनांक / Dated 24 JUN 2020