



भारतीय लेखापरीक्षा तथा लेखा विभाग  
कार्यालय प्रधान निदेशक लेखापरीक्षा (केन्द्रीय), चण्डीगढ़  
Indian Audit & Accounts Department  
Office of The Principal Director of Audit (Central),  
Chandigarh



No. PDA(C)/EDP/2020-21/301

Dated: 05/01/2021

**OFFICE ORDER**

In order to reduce expenditure on printing of Documents for the purpose of official communication which involves expenses on Paper Stationery as well as IT Stationery (use of toner cartridges and other linked expenses), following directions are being issued for all sections of this office:

1. Use of official Email for official communication/correspondence instead of sending printed letters/ documents, whenever possible.
2. Photocopier machine must be use instead of printers for taking multiple copies to reduce usage of printer toner cartridges

All Sr. AOs/ Hqrs. are directed to ensure proper compliance.

Sd/-

Director (Admn.)

No. PDA(C)/Admn. III/2020-21/12-16

Dated:05/01/2021

Copy to:

1. Sr. Audit Officer (Central Expenditure)
2. Sr. Audit Officer (Direct Taxes)
3. Sr. Audit Officer (Indirect Taxes)
4. Sr. Audit Officer (OE)
5. Secretary to Principal Director

  
Sr. Audit Officer ( Admn.)