

भारत सरकार
भारतीय लेखा तथा लेखा परीक्षा विभाग
प्रधान महालेखाकार (लेखा परीक्षा)
हिमाचल प्रदेश, शिमला-171003



Government of India
Indian Audit and Accounts Department
Principal Accountant General (Audit)
Himachal Pradesh, Shimla-171003

Circular

Headquarters office has directed that Audit Awareness Week would be observed from 16.11.2021 to 22.11.2021. It has been directed that one of the focus areas during the week will be to ensure cleanliness and to have a good work environment; to improve records management, review and weeding out of papers and files of temporary nature.

In view of the above, all the Sectors/Sections are requested to carry out a special drive to weed out old records/files as per manual of office procedure. A report on the no. of files/records that have been weeded out may please be sent to GD-E., Section by 26.11.2021.

Sd/-

Dy. Accountant General (Admn.)

Copy of above is forwarded to the following for information and necessary action:-

No. GD/Estate/Awareness Week/2021-22/595-604

Dated: 12.11.2021

- i) Secretary to PAG (A) H.P. Shimla
- ii) Sr. Private Secretary to PAG
- iii) PA to Sr. DAG (AMG-III)
- iv) PA to DAG (Admn.)
- v) PA to DAG (AMG-II)
- vi) PA to DAG (AMG-I)
- vii) Welfare Officer
- viii) Welfare Section
- ix) Sr. AO IT section for uploading in website of this office
- x) Notice Boards


Sr. Audit Officer
(GD/Estate)