

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

No. Admn. (Audit-I)/Gen/70/Gen. Order/GoI & CAG/2025-26/760      Date:30.06.2025

To

1. The Welfare Officer
2. The Senior Audit Officer/ Trg. & Exam
3. The Senior Audit Officer/ Estate
4. The Senior Audit Officer/ OE
5. The Senior Audit Officer/ OM
6. The Senior Audit Officer/ Legal Cell
7. The Senior Audit Officer/ Rajbhasha Cell
8. The Senior Audit Officer/ Conf. Cell
9. The Senior Audit Officer/ Report (Main & ECPA)/ PAC
10. The Senior Audit Officer/ ITA
11. The Senior Audit Officer/ Co- Ordination (AMG-I, AMG-II, AMG-III, AMG-IV, AMG-V).

**Sub: Guidelines for submission of grievances/ communication on staff related issues.**

Sir/ Madam,

A copy of the Headquarters office Circular No. 21 -Staff Entt/2025 dated 16 June 2025 on the subject cited above forwarded for information of all Officers/ Officials concerned. It may be given wide circulation among the staff and officials of your Group/ Section.

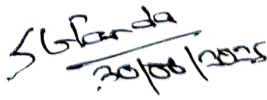
Yours faithfully,

Encl: As above

*Sd/-*  
**Senior Audit Officer/ Admn.**

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Copy forwarded to AAO/ DA&RC for uploading this information in the office website for information of all staff and officials.

  
**Senior Audit Officer/ Admn.**

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEENDAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

दिनांक / DATE 16 JUN 2025

To,

All Heads of Departments in IA&AD  
Director General (Commercial)

Sub: Guidelines for submission of grievances/communication by field Offices to  
Headquarters -regarding.

Sir/Madam,

With reference to the above mentioned subject, the Competent Authority has decided that all the communications from the field offices for staff related matters should be addressed to the AC (N) and above.

2. All the field Offices are requested to adhere strictly to the above instructions with immediate effect while communicating with the Headquarters.

Yours faithfully

(SUMEET KUMAR)  
Asstt. Comptroller & Auditor General (N)

Sh. Satya, Pl.  
25.6.25