



लोकहितार्थं सत्यमिच्छा
Dedicated to Truth in Public Interest

भारतीय लेखा तथा लेखापरीक्षा विभाग
कार्यालय प्रधान निदेशक लेखापरीक्षा
दक्षिण पूर्व रेलवे, ११ गार्डन रीच रोड,
कोलकता-700043

Indian Audit and Accounts Department
Office of the Principal Director of Audit
South Eastern Railway, 11, Garden Reach Road,
Kolkata-700043.

Office Order No: Misc./ 117

Dated: 07-2-2020.


The following Officers/officials have been nominated by the competent authority to attend the under mentioned In-house Training Course to be organized by this office as per programme detailed below:-

Sr.No.	Name of the Course	Period	Slot	Faculty	Officials Nominated
EDP Course					
1	Introduction to Computer, Internet & E-mail (MTS to Sr. Ar.)	10.02.20 to 11.02.20	05	Sri B.K. Mahanti, Consultant	1. Sri S.K.Mandal, Sr.Ar./Admn-I 2. Smt. G. De, Ar./Estt&PF 3. Smt. A. Ghatak, Sr.Ar./Admn-I 4. Sri S.K.Pramanik, Ar./TA 5. Sri M. Prasad, Clerk/B&A
2	IDEA (Ar., Sr.Ar. to Sr.AO)	13.02.20 to 14.02.20	05	Sri B.K. Mahanti, Consultant	1. Sri R.K.Das, Sr.Ar./Expr. 2. E.A.Ansari, AAuO/Expr. 3. Sri S.K.Mandal, Sr.Ar./Admn-I 4. Sri N. Biswas, Sr.Ar./Stores 5. Sri R.N.Biswas, Sr.Ar./TA
3	MS Office (Excel) (MTS to Sr.AO)	17.02.20 to 18.02.20	05	Sri B.K. Mahanti, Consultant	1. Sri S.K.Mandal, Sr.Ar./Admn-I 2. Smt. G. De, Ar./Estt&PF 3. Smt. A. Ghatak, Sr.Ar./Admn-I 4. Smt. P. Roy, Clerk/CON 5. Sri R.D.Mishra, Clerk/TA
4	IDEA (Ar.Sr.Ar. to Sr.AO)	19.02.20 to 20.02.20	05	Sri B.K. Mahanti, Consultant	1. Sri M.L.Maity, Sr.Ar./TA 2. Sri S. Chakraborty, Sr.Ar./Expr. 3. Sri S. Saha, Sr.Ar./Stores 4. Sri V.D.Ghoshal, Sr.Ar./Estt&PF 5. Sri B. Bhattacharya, Sr.Ar./CD/KG
General Course					
1.	Traffic Audit (Ar./Sr.Ar.)	24.02.20 to 25.02.20	05	Sri B.K. Mahanti, Consultant	1. Sri R.N.Biswas, Sr.Ar./TA 2. Sri U. Ram, Ar./TA 3. Sri U.C.Gupta, Sr.Ar./Stores 4. Sri S. Mondal, Sr.Ar./CON 5. Sri N. Biswas, Sr.Ar./Stores
2	Establishment Audit (Ar./Sr.Ar.)	27.02.20 to 28.02.20	05	Sri B.K. Mahanti, Consultant	1. Smt. G. De, Ar./Estt&PF 2. Sri V.D.Ghoshal, Sr.Ar./Estt&PF 3. Sri N. Biswas, Sr.Ar./Stores 4. Sri M.L.Maity, Sr.Ar./TA 5. Sri S.Soren, Sr.Ar./Expr.

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The officers/officials should attend the training without fail at the New Administrative Building, 7th floor, Conference Hall for General course and at EDP section for EDP course.

Hindi Version will follow.


Sr. Audit Officer/Admn.

No: Admn/47-4/2017/In House Training/2271

Dated: 7 -2-2020.

Copy forwarded for information and necessary action to:-

1. The Director/ Admn/S.E.Railway/Garden Reach/Kolkata-700043.
2. The Sr. Audit Officer/Audit Officer/Expr./TA/B&A/Estt.&PF/Stores/CON/CD-KG/Admn-I/South Eastern Railway/Garden Reach/Kolkata-700043.
3. The Hindi Officer/ South Eastern Railway/Garden Reach/Kolkata-700043.
3. Faculty Concerned:- *Sri. B. K. Mahanti*
4. Asstt. Audit Officer/Admn.I & II/EDP/ Co-ord /Welfare Assistant, S.E.Railway, GRC.Kolkata-700043
5. Officials Concerned:-
6. Administration Section:- a) Personal File (b) Service Book (c) Office Order Register
(e) Bill Unit
7. Hindi Cell.


Sr. Audit Officer/Admn.