To,

The officer-in-Charge

1. LAO Chandigarh
2. LAO 505 ABWS, Delhi Cantt
3. LAO (CVD) Delhi Cantt.

Sub: Training course on “Role and Functions of LAOs, Internal Audit of Units, Writing Audit Report, MFAI, IAR, AAC, Financial Advice and Audit Para.”

A three day course on the subject is being organized from 14.11.2018 to 16.11.2018 at Officer’s Training Institute, Gurgaon.

2. Accordingly, following officers as per detail below are hereby detailed to attend the subject course on the date and venue mentioned above.

3. To make full utilization of the course, all the participants’ officers are requested to study ALAM ,Part-I, Part-II and SAI, alongwith case studies and prepare a presentation on the matters related to Local Audit and to make a note regarding nature of work in their office as well as issues being faced to be discussed during the course.

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<tr>
<th>Sl.No.</th>
<th>Name/designation</th>
<th>Present office</th>
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<tbody>
<tr>
<td>1</td>
<td>Sh. Sonu Malhotra, AO</td>
<td>LAO Chandigarh</td>
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<tr>
<td>2</td>
<td>Sh. Ombir Singh, AAO</td>
<td>LAO 505 ABWS, Delhi Cantt</td>
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<td>3</td>
<td>Sh. Jagmohan, AAO</td>
<td>LAO (CVD) Delhi Cantt.</td>
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4. The officers may therefore be relieved off their duties to participate in the subject course.

5. TA/DA is authorized as per extent orders.

ACDA (O&M)

Copy to:

1. Officer’s Training Institute
   Plot No.53, Sector 44,
   Gurgaon
   w.r.t their letter no. OTI/GGN/Trg.208-19/LAOs dated 31.10.2018.

2. The Officer In-charge
   AN-I (Local)
   For information wrt above.

3. The Officer in charge
   IT & S Section
   For uploading on official website.

ACDA (O&M)