

DIRECTORATE OF LOCAL FUND AUDIT, ODISHA

TREASURY & ACCOUNTS BHAWAN, 2ND FLOOR

KHARAVEL NAGAR, UNIT-III, BHUBANESWA

ODISHA. Pin:751001

e-mail: dirlfaodisha@gmail.com(phone:0674-2391704;Fax-0674-2391703)

No.....1847..... /DLFA

Date.....04-05-2022.....

File No-DLFA (PLAN)-TRNG-0001-2021

To

All the District Audit Officers (LFA) &

Audit Officer (LFA), Bhubaneswar

Sub: - Training Programme on *Preparation of Special Report on Misappropriation of cash & Loss of Stock & Store in virtual mode*

Madam/ Sir

In inviting a reference to the subject cited above, I am directed to inform you that, a training programme on ***Preparation of Special Report on Misappropriation of cash & Loss of Stock & Store*** is to be conducted as per the schedule (enclosed) in virtual mode.

Hence, all the audit personnel of your office are to attend the said training programme as per the schedule. The said training will be held on Google Meet Platform and the meeting **link** will be shared in due course. The attendance sheet of the training programme is to be submitted through mail: jd.dlfaodisha@gmail.com positively soon after the completion of the training programme.

Further, the audit personnel are to abide by the following instructions:

- Joining in the link may be done through laptops or cell phones. However, joining through laptop is more preferable.
- Joining should be made 15 minutes before commencement of the training to avoid inconvenience.
- Mike and Video should be in mute mode during training except while asking questions or sharing views.
- Asking of questions, sharing of views or any interaction should be made after the presentation of the trainer. Interference in the middle should be avoided.
- Training should be attended without loss of mandays.

Yours faithfully

Joint Director



DLFA-PLAN-TRNG-0001-2021/01/2022

Memo No.-----1848-----/DLFA

Dt.-----04.05.2022

Copy to Sri Dinabandhu Behera(Retd. ADAO), the trainer/ Smt. Gitanjali Sahu, AS, I/C of Special Report, for information and necessary action.

11/2/04.5.22
Joint Director

Memo No.-----1849-----/DLFA

Dt.-----04.05.2022

Copy to the Planning Section/Programme Section/Surcharge Section/Appeal Section of DLFA /Sri Bebin Ku Mishra, Scientist, NIC & ALFA Team for information.

11/2/04.5.22
Joint Director

Training Schedule					
Date	Name of the District Audit Offices	No. of Participants	Subject	Time	Name of the trainer
Dt.09.05. 2022	Gajapati, Ganjam,Kalahandi, Keonjhar,Koraput, Nawarangpur,Nupada, Phulbani, Puri, Rayagada	113	Preparation of Special Report on Misappropriation of Cash & Loss of Stock & Store	11.30 AM to 12.30 PM	Sri Dinabandhu Behera, Retd. ADAO
	Balasore, Bhadrak, Bhubaneswar, Cuttack, Jagatsingpur, Mayurbhanj	110	Preparation of Special Report on Misappropriation of Cash & Loss of Stock & Store	03.30PM to 04.30 PM	Sri Dinabandhu Behera, Retd. ADAO
Dt.10.05. 2022	Anugul, Bargarh, Bolangir, Boudh, Dhenkanal, Jajpur, Jharsuguda, Khurda, Sambalpur, Sundargarh	116	Preparation of Special Report on Misappropriation of Cash & Loss of Stock & Store	11.30 AM to 12.30 PM	Sri Dinabandhu Behera, Retd. ADAO

112/04.15.22
Joint Director