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DIRECTORATE OF COOPERATIVE AUDIT : ODISHA : BHUBANESWAR.

Circular No. VI(1)41/09 3783 /Audit-8 Dated. 3.8.2012

In the wake of internet connection provided to all Assistant A.G.C.S Circle offices, the letters of urgent nature are being sent through e-mail to save postal delay and to initiate early action in the matter. But it is observed that many Assistant A.G.C.S of Circles are not checking their mail on daily basis for which the purpose of sending the letters of urgent nature through e-mail is highly defeated. It is observed that some A.A.G.C.S of Circles are not aware of the letters/instructions sent through e-mail even after expiry of the dateline given therein for submission of the required information/reply, if any which is not at all desirable. Due to such negligence on the part of the A.A.G.C.S of Circles, more precious time of this office is wasted on informing the same to them over phone. Besides the letters issued through e-mail should be opened and copy scanned failing which the same will be automatically deleted within 15 days.

Under the above backdrop,

Hence, the A.A.G.C.S of Circles are hereby instructed to issue suitable instructions to the person concerned kept in charge of computer to check the mail on daily basis and bring the letters/instructions received to his/her notice for doing the needful within the prescribed time frame. In case of failure of net facility, the same may be checked outside and bring out a hard copy by downloading the same.

This instructions should be strictly adhered to without any deviation.

Sd-
(B.N. Mallick)

Auditor General

Cooperative Societies, Odisha.

Memo No. 3784 /

Dated. 3.8.2012 /

Copy to all Assistant A.G.C.S of Circle for their information and future guidance.

Prabhu
3.8.12
Joint Auditor General of
Cooperative Societies, Odisha.

5. Spare Copies/ Copy to Computer Cell.

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