

**GOVERNMENT OF NCT OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

4<sup>th</sup> Level, C-Wing  
Delhi Sectt.  
New Delhi

No. 6(369)/DOA/HQ/Estt./10/dcaaudit/ 6256-60

Dated: 17.11.2011

To

The Asstt. Director (Trg.),  
Directorate of Training (UTCS),  
Institutional Area, Vishwas Nagar,  
Karkardooma Court, Delhi-32.

**Sub.: One day training course on "Central Awareness about Retirement Planning and Opportunities" to be held on 18.11.2011.**

Sir,

With reference to your letter No. F.9/1/3/10-UTCS(TS-V)/31214-55 dated 24.10.2011 on the subject cited, the following officials of this department are hereby nominated to participate in One day Training Programme on "Central Awareness about Retirement Planning and Opportunities" to be held on 18.11.2011 at Directorate of Training, UTCS: -

1. Sh. J.K. Kapoor, Grade-II(DASS)/ Head Clerk (D.O.R. : 29.02.2012)
2. Sh. M.R. Bajaj, Grade-II(DASS)/ Head Clerk (D.O.R. : 31.05.2012)

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Sd/-  
**(KULGEET SINGH)**  
**SR. ACCOUNTS OFFICER (HQ)/H.O.O.**  
**TEL. NO. 23392281**

No. 6(369)/DOA/HQ/Estt./10/dcaaudit/ 6256-60

Dated: 17.11.2011

Copy to:-

1. The Addl. Director (Vigilance), Directorate of Vigilance, 4<sup>th</sup> Level, C-Wing, Delhi Sectt. New Delhi for information.
2. The AO(Internal Audit), Dte. of Audit, Delhi Sectt. Delhi.
3. Sh. J.K. Kapoor, Grade-II(DASS)/Head Clerk, working in Dte. of Vigilance in diverted capacity, with the direction to report to the Directorate of Training at 9.30 AM on 18.11.2011.
4. Sh. M.R. Bajaj, Grade-II(DASS)/Head Clerk, Internal Audit Branch, with the direction to report to the Directorate of Training at 9.30 AM on 18.11.2011.

sd/-  
**(KULGEET SINGH)**  
**SR. ACCOUNTS OFFICER (HQ)/H.O.O.**  
**TEL. NO. 23392281**