

**URGENT**

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2015/dcaaudit/ 8921-8925

Dated: 30/11/15

**Sub.: Compliance of Procedure of receipt of Dak under Manual of Office Procedure (MOP)-regarding reports of violation of procedure.**

Please find enclosed herewith the copy of the Dy. Director (AR) letter No. 8231-90 dated 03.11.2015 on the subject cited with the request to bring the contents to the notice of all the officers/officials working in respective branches for information and strict compliance accordingly.

This issues with the prior approval of the Competent Authority.

**Encl.: As above.**

  
30/11/15

**(ALKA BANSAL)**  
**ASSTT. ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. PA to COA(A) for information please.
2. All the Branch Incharges, Directorate of Audit.
3. Ms. Anju Jha, LDC, Central Diary (Audit) for strict compliance and to ensure the same from contractual manpower deployed in Central Diary (Audit).
4. ✓ AAO(Audit)/Nodal Officer (Website).
5. Guard file.