

F.No. A-33024/1/2017-CAC  
Ministry of Finance  
Department of Expenditure  
Office of Chief Adviser Cost

2<sup>nd</sup> Floor, 'C' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

To,

All the ICoAS Officers

Subject: Training Session in April, 2018

Madam/Sir,

To continuously enhance and update the professional knowledge amongst ICoAS officers, this Office organizes presentations on various useful topics every month in the conference room of this Office. This month, the presentation on the following subject has been arranged as per the schedule given below.

Subject	Speaker	Date and time
"E-Office – File/Leave Management System"	From NIC	18 <sup>th</sup> April, 2018 at 3.00 PM

All officers are requested to make it convenient to attend the program.

Yours Faithfully,

*Manoj Kumar*  
16/04/2018

(Manoj Kumar)

Assistant Director (Cost)

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