

No.MF-CGA-ITD/CB/Trg.Microsoft/2014-15/75-156

Ministry of Finance
Controller General of Accounts
Loknayak Bhawan, Khan Market
New Delhi

Dated:-20.05.2014
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OFFICE MEMORANDUM

Subject: - **Session on Productivity of Microsoft Office.**

With the aim to transform employees' efficiency, a Productivity session by Microsoft was held for the senior officials of Controller General of Accounts on 06-05-2014 at SWASTI, the Conference Hall of O/o CGA. Dr. Nitin Paranjape, the speaker for this session, is one of the 28 persons in the world recognized by Microsoft as the Most Valuable Professional (MVP) for Microsoft Office System. In his lecture, Dr. Paranjape covered the key issues like efficient work practices, security and confidentiality, effective teamwork, process automation and document standardization.

The link of Dr. Pranajape's recorded lecture has been made available on CGA's website with the heading "**Efficiency Enhancement using Microsoft Platform**" under the link "IT DEVELOPMENT & SYSTEMS", to benefit all employees of Civil Accounts Organization, and make them able to deliver more work in a shorter period of time by learning Dr. Pranajape's methodology of effective usage of technology. It is suggested that all users may access the same and benefit from it.



(Bhole Amit G.)

Asstt. Controller of Accounts

To

1. All Pr.CCAs/CCAs/CAs (with independent charge)
2. All Group "A" officers of O/o CGA
3. All Sections of O/o CGA.
4. Sr.AO (SPC), ITD for uploading of OM on website.