



रक्षा लेखा नियंत्रक (सेना)
Controller of Defence Accounts (Army)
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No. AN/I/1023/Gen

Date : 13.10.2023

Important Circular

To

All sections in main office
All Sub Offices in the organization
(Through e-mail)

Sub: Permission for interview in HQrs office

Ref :- HQrs Office letter No.0060/AN-X/VolXXII dated 05.10. 2023

With reference to above subject, Instruction have been issued by the HQrs office from time to time regarding visiting HQrs office . It has been observed that of late , staff and officers are visiting for meeting the Senior Officers on personal matters without prior appointment or information and not through proper channel.

2. This is not only affecting the schedule of the Senior Officers in the HQrs office but also result in inconvenience to Staff and Officers who are visiting the HQrs office without due approval and permission . Moreover , this practice is in contravention of procedure prescribed in paras 313 and 319 of OM Part I.

3. The Competent Authority has , therefore , directed that all Staff /Officers who desire to meet Senior Officers and the CGDA on personal matters or grievances need to seek due approval/prior appointment from the respective Senior Officers/Officer-in-Charge of the section and the application for the same would have to be routed through Main office ,Viz CDA(Army) Meerut, and in advance seeking permission of the CGDA and other Senior Officers for appointment /visit , as the case may be .

GO(AN) has seen.

Sd/-
SAO(AN)

IT & S -III Section (Local) :- For uploading on Website.

SAO(AN)