



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

Important Circular

Date: 17.11.2023

To

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

**Sub: Permission for interview in HQrs office /Direct Representation .**

Please refer HQrs office Circular dated 05.10.2023 and this office Important Circular dated 13.10.2023 wherein instructions were issued regarding visiting HQrs office for meeting the Senior Officers on personal /service matters.

2. Despite instruction Conveyed vide ibid circular the staff /officers are visiting HQrs office directly for either seeking interview or to meet the Senior Officers on personnel /Service matters which has been viewed seriously by the higher authorities.

3. It is again reiterated that all officers and staff , who desire to meet Senior officers in HQrs office on personal matter or grievances need to seek due approval/prior appointment from the respective senior officers. The application for the same would have to be routed through Main office ,Viz CDA(Army) Meerut, and in advance seeking permission of the Concerned officer for appointment /visit , as the case may be .

4. In addition to above it has also been observed that some of the individuals are submitting their application directly as advance copy by post or through their personnel main on service /personnel matters. It, is, therefore intimated that henceforth no action will be taken on all such applications at HQrs level received directly as advance copy. All the application have to be forwarded to HQrs office through proper channel only.

5. The contents of the above Circular may be disseminated to all officers/staff serving in this organization for strict compliance.

GO(AN) has seen.

-sd-  
SAO(AN)

Copy to :-

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

*Atul Kumar*  
SAO(AN)