



GOVT. OF INDIA, MINISTRY OF DEFENCE  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009  
दूरभाष/TELE:040-27843385 फैक्स/FAX:040- 27810499



No. AN/III/1045/Gen

Dated : .10.2021.

**CIRCULAR - through web site**

**The Controller,  
IT & SDC Office  
Secunderabad**

**The Jt. CDA i/c  
PAO (ORs) EME  
Secunderabad**

**ACDA I/c  
PAO (ORs) AOC  
Trimulgherry  
Secunderabad-15**

**Jt. CDA I/c  
IFA 43/44, ED  
Secunderabad-15**

**The ACDA I/c  
Area Accounts Office (Army)  
CE(Navy) Compound, Station Road  
Visakhapatnam 530 004**

**Sub: Special Campaign from 02.10.2021 to 31.10.2021 - regarding  
Ref: HQRs Office F.No. AN-Coord/3012/Circular/Vol. IX dated 20.10.2021.**

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With reference to HQrs Office letters AN-Coord/3012/Circular/Vol. IX dated 20.10.2021 (copy enclosed) and Ministry of Defence (Finance) Dy. No. 4245, dated 14.10.2021, all Heads of the Offices are requested to take following measures as directed by the Hon'ble RM.

- i. All papers, files etc., which are not required to be retained are to be weeded out. Wherever any relevant records are required to be retained, the same may be kept in digitalized format to the extent possible.
- ii. While undertaking the special drive, a Videography of the premises before as well as after the cleanliness drive may be done.
- iii. 100% disposal of MP/VIP/other Ministries/State Govt. references made to MoD and the CPGRAMS is to be carried out.
- iv. Obsolete stores and scrap etc. are not kept in the premises and the same to be disposed off as per usual practice.
- v. Websites, dashboards etc. may also be regularly updated.

The details of programmes/ events organized on "Azadi Ka Amrut Mahotsav" may be furnished to this office along with photographs and videos immediately after the conclusion of the activities through e-mail to [cda-secd@nic.in](mailto:cda-secd@nic.in) / [secd-ansn-cda@nic.in](mailto:secd-ansn-cda@nic.in) for the onward submission to the HQrs Office.

GO (AN) has seen.

*sd/-*  
**(G. GANGADHARA KUMAR)  
SR. ACCOUNTS OFFICER (AN-III)**

Copy to:  
The AO  
IT Section (local).

- For uploading in web site.

*es*  
**(G. GANGADHARA KUMAR)  
SR. ACCOUNTS OFFICER (AN-III)**