



हर काम देश के नाम
कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद - 500 009
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1 STAFF ROAD, SECUNDERABAD-500 009
दूरभाष/TELE: 040-27847957 Extn:315 फैक्स/FAX:040-27810499
ई-मेल/email: secd-ansn-cda@nic.in



सं.No.AN/I/1144/Misc

दिनांक/ Dated: 29.11.2023

परिपत्र/CIRCULAR

सेवा में/To

1. र.ले.नि(आई टी एस डी एस), सिकंदराबाद
The CDA (IT&SDC), Secunderabad
2. र.ले.नि, सिकंदराबाद के अधीन सभी उप-कार्यालय
All Sub-offices under CDA, Secunderabad
3. मुख्य कार्यालय का ग्रूप अधिकारी/व.ले.अ/स.ले.अ/अनुभाग
All GOs/SAOs/AAOs/Sections in Main Office

विषय: विभाग में आधिकारिक संचार के लिए ई-मेल का प्रयोग ।

Subject: Use of e-mail in official communication in the Department.

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मुख्यालय कार्यालय का उपरोक्त विषय पर दिनांक 29.11.2023 का पत्र सं. AN/III/3012/Circular/Vol.XI की एक प्रति आपकी सूचना, मार्गदर्शन तथा सख्त अनुपालन के लिए परिचालित किया जाता है।

A copy of HQrs. Office letter bearing No. AN/III/3012/Circular/Vol.XI dated 29.11.2023 on the above subject is circulated herewith for your information, guidance and strict compliance please.

- हस्ता -

संलग्न: उपरोक्त/Encl: As above

व.ले.अ(प्रशा)/Sr. Accounts Officer (AN)

प्रतिलिपि/ Copy to:-

प्रभारी व.ले.अ.,
आई.टी. अनुभाग, स्थानीय
The SAO i/c,
IT Section, Local.

वेबसाइट पर अपलोड करने के लिए।
for uploading the same in the website.

राम किशोर
व.ले.अ(प्रशा)/Sr. Accounts Officer (AN)

“हर काम देश के नाम”

रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821 email: aniii.cgda@nic.in



आज़ादी का
अमृत महोत्सव

No. AN/III/3012/Circular/Vol. XI

Dated: 21.11.2023

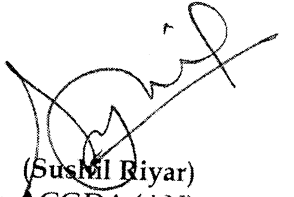
To

All PCsDA/CsDA/PIFAs/IFAs/RTCs
(Through e-Mail)

Sub: Use of e-mail in official communication in the Department.

In continuation of this HQrs Office letter of even No. dated 22/11/2023, it is observed that hard copies of letters sent on mail are still being sent by post in HQrs Office. Further, Copies of Part II office order are also being issued/forwarded by Field Controllers and sections of HQrs Office which is in violation of the extant orders on the subject.

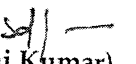
2. It is, therefore, reiterated that all letters/documents shall be sent through e-mail without forwarding hardcopies of the same. Likewise, all Part II office orders will be issued in Tulip and no distribution of hard copy of Part II office orders will be done forthwith.


(Susmi Riyar)
Sr. ACGDA (AN)

Copy To:

1. AN IV Section (Local)

for information and necessary action as stated above.


(Pankaj Kumar)
Sr. Accounts Officer (AN)