



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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No. IA/I/1244/Monthly Conference

Dated: 30th Oct 2018

IMPORTANT CIRCULAR

To

PAO (ORs) EME, Secunderabad
PAO (ORs) AOC, Secunderabad
AAO (Army) Visakhapatnam
All AO GEs Sec'bad/Hyderabad
AAO AGEs/AAO BSOs, Sec'bad/Visakhapatnam
All LAOs Sec'bad/Hyderabad
RAO (MES) Sec'bad/Visakhapatnam
All SAOs/AOs in Main Office (Loca)


Subject: Instructions with regard to mentioning of the name of Officer signing the official communications along with Telephone/EPABX Number.

Reference: This Section's Letter of even No. dated 29.08.2018.

Please refer to the letter cited under reference wherein specific instructions were issued with regard to mentioning the name of the Officer while signing all outward official documents/communications being sent from their Offices duly mentioning Telephone/EPABX Numbers invariably. Despite this, it has been observed that the above directions are not being adhered to by many officers and outward letters/communications are being issued without mentioning their name as a matter of routine. Non-compliance to the above instructions has been viewed seriously by the Competent Authority.

2. Therefore, all Officers are once again requested to mention their names in all outward communications invariably. Compliance to the said directions is under close observance of the Management. In this context, the undersigned has been directed to convey instructions of Competent Authority that the lapses/instances of failure in adherence to the above directions, coming to the notice after 1st November 2018 will be viewed seriously and will be reflected in their Performance Reports.

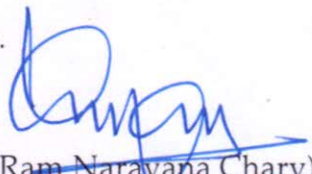
GO (IA) has seen.


(K. Ram Narayana Chary)
Sr. Accounts Officer (IA)

Copy to:

The Sr.AO (EDP):

For uploading the same in the website.


(K. Ram Narayana Chary)
Sr. Accounts Officer (IA)