



आज़ादी का
अमृत महोत्सव

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
PHONE NO.040-27847957 (Extn.-315) FAX NO.040-27810499



No.AN/I/1144/Misc

Date: 21.09.2021

CIRCULAR

To

1. The Jt. CDA I/c, O/o PAO (ORs) EME, Secunderabad.
2. The ACDA I/c. O/o PAO (ORs) AOC, Secunderabad.
3. All Sub-Offices of CDA Secunderabad located in Sec'bad/Hyd/Medak.
4. All Sections in Main Office.

Subject: CGDA's Visit to CDA Secunderabad - Reg.

Shri Rajnish Kumar, IDAS, Controller General of Defence Accounts, New Delhi would be visiting CDA Secunderabad on 23-24 September, 2021. In this context, all the Officers & Staff are requested to take a note of the following points and ensure strict compliance:

- (i) Officers & Staff having grievances, if any, in your Office/Section may please be directed to report at Main Office by **1430 Hrs on 23.09.2021** along with their representation/application to appraise the CGDA of their grievances in person.
 - (ii) List of Officers & Staff having grievances in your Office/Section may be forwarded to this Office by **22.09.2021**.
 - (iii) No outsider without any valid visitor's card/permission of SAO (Admin) be allowed to roam in the office premises during office hours to prevent unnecessary chaos and gathering.
 - (iv) It is enjoined upon all Officers and Staff to maintain office timings strictly as stipulated.
 - (v) Leave upto 24th September, 2021 may be avoided except in emergency situation.
2. The contents of this Circular may please be brought to the notice of all Officers & Staff of your Office/Section for compliance please.

CDA has seen.

Sd/-
(S. Vatsala)
Asst. Controller (AN)

Copy to:

The AO i/c,
IT Section,
Local.

- With a request to upload the Circular on website.

Sr. Accounts Officer (AN)