



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

NO.1 STAFF ROAD, SECUNDERABAD-500 009

TELEPHONE NO 040-27843385 FAX NO 040-27810499



No.AN/II/5501/SB

Dt. 28.06.2024

To

The GOs
The SAOs/AAOs
All Sections of Main Office
All Sub Offices under CDA, Sec'bad

Sub: Attestation of Service Books of DAD Establishment. Reg.

It is hereby informed that Service Books of Officers/Staff working in Main Office and Sub-offices under CDA, Secunderabad will be available at Main Office, (AN-II Section) for attestation of the concerned Officials/Staff from **22.07.2024 to 26.07.2024 (5 days)** as detailed below:-

Sl. No	DATE	SECTIONS/SUB OFFICES
1	22.07.2024	MISC, ECHS, IA, STORES, Single Window & IFA
2	23.07.2024	AN Sections, Legal, D/Cheque, Record & Hindi
3	24.07.2024	ORS, NPS, Transport, Medical, Pay Sections, Sparsh Service Centre, WC, CSD
4	25.07.2024	Engineering Sections, O&M, IT & Account Sections
5	26.07.2024	All Sub-Officers under CDA, Secunderabad located in Secunderabad/Hyderabad.

2. Further, it is requested that the content of circular may please be brought to the notice of all the Officers/Staff for their attestation of Service Books without fail.

(K RAMAKRISHNA)
Sr. Accounts Officer (AN)