



भारत सरकार / Government of India  
रक्षा मंत्रालय / Ministry of Defence  
कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-09  
Office of the Controller of Defence Accounts  
No.1 Staff Road, Secunderabad - 500 009  
दूरभाष/Tele: 040-27843385, फैक्स/Fax: 040-27817275



सं. No. प्रशा/III/विविध/AN/III/Misc/2025-26

दिनांक/Dated: 07.10.2025  
~~07.09.2025~~

**परिपत्र / CIRCULAR**  
**(वेबसाइट के माध्यम से / Through Website)**

सेवा में, /To,

1. प्रभारी सहायक नियंत्रक, वे.ले.का.(अ.श्रे), ई.एम.ई., सिकंदराबाद  
The ACDA I/c, PAO (ORs) EME, Secunderabad
2. प्रभारी संयुक्त नियंत्रक, वे.ले.का. (अ.श्रे) सेना आयुध कोर, सिकंदराबाद  
The Jt. CDA I/c, PAO (ORs) AOC, Secunderabad
3. प्रभारी सहायक नियंत्रक, क्षे.ले.का. (थलसेना), विशाखापट्टणम्  
The ACDA I/c, AAO (Army) Visakhapatnam
4. सभी उप-कार्यालय (मानक सूची के अनुसार)  
All Sub Offices (as per standard list)
5. मुख्य कार्यालय के सभी व.ले.अ./ले.अ. तथा सभी अनुभाग (स्थानीय)  
All SAOs / AOs & All sections of Main office (Local)
6. लेखानगर कल्याण संघ के अध्यक्ष  
The President LNWA

**विषय/Subject :** Implementation Phase of Special Campaign 5.0 (02<sup>nd</sup> October, 2025 to 31<sup>st</sup> October, 2025) – Disposal of targets and reporting of data on disposal on daily basis – reg.

\*\*\*

Please refer to the enclosed copy of Headquarters Office letter F. No. AN/III/3012/Misc/Special Campaign 5.0/Vol.-I dated 06.10.2025. In this regard, it is requested to furnish daily report on disposal of the identified during the preparatory phase of the Special Campaign 5.0 in prescribed format attached by 11:30 AM without fail.

2. It is further requested that a report on the above activities along with photos and videos (max.one-minute) after completion of the targets to be submitted to this office on e-mail [cda-secd@nic.in](mailto:cda-secd@nic.in) by **11:30 AM daily**.

GO has seen.

**राम किशोर**  
(पी. राम किशोर)  
वरिष्ठ लेखा अधिकारी (प्रशा-III)



# रक्षा लेखा महानियंत्रक कार्यालय

विकसित भारत  
अभियान

उलान बटार रोड, पालम, दिल्ली छावनी-110010  
**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
Ulan Batar Road, Palam, Delhi Cantt.- 110010

Ph. 011- 25665703

Fax: 011-25674806, 25674821

Email: [aniii.cgda@nic.in](mailto:aniii.cgda@nic.in)

No. AN/III/3012/Misc/Special Campaign 5.0/Vol.-I

Dated 06.10.2025

(Through WAN)

To,

**All PCsDA/PIFAs/CsDA/IFAs/RTCs**

**Subject:** Implementation Phase of the Special Campaign 5.0 (2<sup>nd</sup> October to 31<sup>st</sup> October, 2025)- Disposal of targets and reporting of data on disposal on daily basis-reg.

Please refer MoD ID No. 34(1)/2025-D(O&M) dated 03.10.2025 (copy enclosed) and previous communications of HQrs on the subject dated 03.10.2025, 25.09.2025 and 01.09.2025 for further necessary action.

2. In this regard, it is requested to furnish daily report on disposal of the targets identified during the preparatory phase of the Special Campaign 5.0 in prescribed format attached by 12:30 PM without fail.

3. This may be accorded TOP PRIORITY.

Encl: As above

  
(Amit Kumar)

Dy. CGDA(AN)

**Copy to:**

1. Sr. ACGDA(AN) : For similar action as above please.

—sd—  
(Amit Kumar)

Dy. CGDA(AN)

Department of Defence  
(Special Campaign 5.0)

**Subject:** Achievement against the identified Targets, on daily basis by attached office for Special Campaign 5.0 (2<sup>nd</sup> Oct, 2025 to 31<sup>st</sup> Oct, 2025)

Name of the Attached office/ISO

Dated

**(I) Record Management**

**PHYSICAL FILES**

No. of Physical Files to be reviewed (Target)	Number of Physical Files reviewed till date (Achievement)
--	--

No. of Physical files Identified for Weeding	No. of Physical files weeded out	No. of Physical files to be transferred to National Archives of India (NAI)
---	-------------------------------------	---

**E-FILES**

Number of E-Files to be reviewed	Number of E-Files put up for review	Number of E-Files Closed
-------------------------------------	--	--------------------------

**(II) Easing of Rules/ Processes**

Number of Rules Identified for Simplification (Target)	Number of Rules Simplified as on date
---	--

**(III) Tweets/ Retweets on Hashtag # Special Campaign 5.0**

**Total number of Tweets/ Retweets as on date**

**Note:** The details of tweets/retweets are to be provided every Monday (i.e. on 06<sup>th</sup> Oct, 13<sup>th</sup> Oct, 20<sup>th</sup> Oct, 27<sup>th</sup> Oct and 03<sup>rd</sup> Nov) in excel sheet at e-mail in the following format

Date	Subject of Social Media	URL of Social Media
------	-------------------------	---------------------

(IV) Sites Identified for Cleanliness

Total Sites identified for cleanliness (Target)      Sites where Cleanliness Campaign conducted as on date

The consolidated details of Cleanliness Sites are to be provided along with the Before and after photograph (in "JPEG/JPG" format with a maximum size of 8 MB) of the Site in the following format:

Building Name

Location\*

Video Link

\* Location is to selected out of: - Corridor Washroom Section Hall, Office Room, Record Room Outdoor Library and Others

(V) Space Freed

Space Freed during the Special Campaign (In Square Feet only)

(VI) Scrap Disposal and Revenue Earned

S. No	Date of disposal	Office Scrap	Unit (number)	Revenue Earned (in Rs.)
		Type of Scrap (Furniture/ Stationery/ e-Waste/ Office vehicle/ Plastic/ Any other)		
1.				
2.				
3.				
4.				
5.				
Total				

S. No	Date of disposal	Non-Office Scrap	Unit (number)	Revenue Earned (in Rs.)
		Type of Scrap (Please provide details)		
1.				
2.				
3.				
4.				
Total				

(Signature)