



Office of the Controller of Defence Accounts
No. 1 Staff Road, Secunderabad – 500 009
Ph. No. 040-27843385, 27847957 Fax No.040-27810499



No. AN/I/1144/Misc Corr

Dated: 17.12.2019

IMPORTANT CIRCULAR
(Through CDA Sec'bad website)

To

The DCDA I/c, PAO (ORs) EME
The ACDA I/c, PAO (ORs) AOC
The Sr. Dy.IFA, 43/44 ED, Sec'bad
All GOs in Main Office
All Sub Offices, Sec'abad/Hyd
All Sections in MO Local.
The DADERWA, Lekhanagar, Sec'bad

Subject: Creation of Admin (Estates) Section under the Accounts Officer (Estates) for care, custody & upkeep of DAD infrastructural assets of CDA Secunderabad.

It has been decided by the Competent Authority for creation of Admin (Estates) Section under the Accounts Officer (Estates) in the Main Office for dedicated care, custody & upkeep of DAD infrastructural assets of CDA Secunderabad, as well as Management of Guest House Facilities available in the Station with immediate effect.

2. The Admin (Estates) Sn will be the **Single Point Contact** to register complaints and issues related to maintenance of DAD Main Office, Residential & Guest House Accommodations/Complexes and to monitor execution by the concerned MES authorities so as to ensure timely completion. Requests for allotment of Transit Facility for Officers & Staff at Lekhanagar will also be dealt by Admin (Estates). The contact numbers of Admin (Estates) are given as under:

Admin (Estates) Sn : Ph. No. 040-27811008.
Main Office : Fax No.040-27810499

3. Competent Authority has nominated Shri Srinivas Manda, AO as Accounts Officer (Estates)

4. As regards PAOs are concerned, the issues related to maintenance of their complex may be attended to by the respective caretaker of the complex/through their administrative channels and in the event of non resolution of the issues, the same may be referred to Admin (Estates) Section, Main Office.

5. All the Officers and Staff are hereby requested to note the above and may like to forward the issues relating to the above to the Admin (Estates) Section hereinafter.


Asst. Controller (Admin)