



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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CIRCULAR

To,
All Sub Offices under CDA, Secunderabad

Subject: Forwarding of application for outside employment –Reg.

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It is to intimate that applications by officials seeking permission to apply for outside employment are mandatorily put up for the perusal and approval of the Competent Authority as per extant rules.

Of late, such applications are being forwarded very late to the Admin section. In some cases the applications are received after the closing date to apply for the particular post/examination. This aspect has been viewed seriously by the Competent Authority.

It is therefore requested that all applications for employment outside the department are to be forwarded so as to reach the Admin section (M.O.) at least **10 days** before the closing date. Applications received late will not be actioned by this office.

This may be brought to the notice of all concerned.

ACDA (AN)