



**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009**

TELE: 040-27843385

FAX: 040-27810499

No. AN/I/1004/AAO/2018

Dated: 01.05.2018

To

1. All Group Officers
2. All SAOs/AOs (Local)
3. All AAOs (Local)

SUB: Leave Chain arrangement of AAOs in Main Office.

REF: This office letter no. AN/I/1004/AAO/2016 dated 13.02.2017.

Leave chain arrangement amongst the AAOs in main office during the absence of the officers on regular charge as circulated vide our letter under reference above has been partially modified by the competent authority as annexed to this circular. A copy of the same is enclosed for information, record and necessary action.

It is re-iterated that, in order to facilitate allotment of Username/Password and mapping by the EDP to the leave chain officer during the leave period/absence of the officer on regular charge, it is requested to promptly inform the absence of the officers in writing with request for mapping to the EDP Centre and to the leave chain officers for taking up the additional assignment.

The contents of the circular may please be noted and receipt of the circular acknowledged.

Encls: Annexure


DCDA (AN)

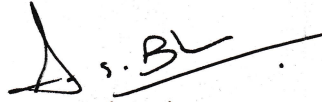
Copy to:

SAO EDP : for information and further necessary action as desired above.
(Local)


SAO(AN)

LEAVE CHAIN ARRANGEMENT OF AAOs IN MAIN OFFICE			
SNo.	Section	1st Leave Chain	2nd Leave Chain
1	AN I	AN II	AN III
2	AN II	AN III	AN I
3	AN III	AN I	AN II
4	Legal Cell	AN II	AN III
5	R SN	AN III	O&M CELL
6	AN PAY	AN I	'D 'Sn
7	'D'Sn	AN PAY	'R' SN
8	RTI/SW/CPO/CPDS	AAO IFA - I	AAO IFA - II
9	A/C I	A/C II	A/C III
10	A/C II	A/C III	A/C I
11	A/C III	A/C I	A/C II
12	E I	E II	E III
13	E II	E III	E I
14	E III	E I	E II
15	PAY I	PAY II	PAY III
16	PAY II	PAY TECH	PAY I
17	PAY III	PAY I	PAY TECH
18	PAY TECH	PAY III	PAY II
19	MEDICAL	FUND CELL/NPS	'T ' SN
20	FUND CELL/NPS	'T ' SN	MEDICAL
21	T SN	MEDICAL	ORS CELL
22	MISC. SN	ECHS	STORES - I
23	STORES - I	STORES - II	ECHS
24	STORES - II	STORES - I	MISC. SN
25	ECHS	MISC. SN	STORES - II
26	ORS CELL	EDP CENTRE	PAY III
27	EDP CENTRE	ORS CELL	FUND CELL/NPS
28	IA Cell	O&M Cell	RTI/SW/CPO/CPDS
29	O&M	IA Cell	'D 'Sn
30	IFA - I	IFA - II	AN PAY
31	IFA - II	IFA - I	'R' SN

** By default the section senior AAO in IFA Cell will be the IFA-I


AAO (AN-I)