

O/o CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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Circular

To,

1. All PCsDA / CsDA
2. PCA(Fys)
3. AO(DAD),MoD (Civil)

Subject:-Un-warranted Correspondance With HQrs. Office.

Of late, it has come to the notice that some PCDA/CDA while making correspondance with other PCDA/CDA for obtaining their views/comments on a particular issue pertaining to Budget & Accounts Section also endorse the copy to HQrs. office for information which may not be required. This un-warranted correspondance leads to wastage of valuable man hours.

2. In view of the above, it is, therefore, advised that necessary instructions may please be issued to all Sub offices/Sections under your jurisdiction to avoid the endorsement of copy to HQrs. office in routine matters.



(SUMIT GAJBHIYE)

Sr. ACGDA (A&B)