

"हर काम देश के नाम"



# रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821 email: [aniii.cgda@nic.in](mailto:aniii.cgda@nic.in)

आज़ादी का  
अमृत महोत्सव

F. No. AN/III/3012/Circular/Vol. X dated 26.07.2022.

To,

All PCsDA/ PCA (Fys.)/PIFAs/  
CsDA/IFAs/RTCs  
(through CGDA website)

**Subject: Use of e-mail in official communication in the Department.**

It has been decided by the competent authority that electronic mode of communication may be used in the department wherever possible to encourage digital India programme, bring economy and faster delivery of services.

2. All Controllers are accordingly requested to transmit official communications within the department using official e-mail through DAD WAN instead of post. E-mails may not be followed by hard copies by posts. Use of general posts, speed posts, registered posts etc. for sending letters, dak etc. to HQrs. office should accordingly be avoided as far as possible.

(Mohan Lal Meena)  
Sr. ACGDA (AN)

Copy to:

1. AN-IV Section Local: for similar action as stated above.
2. IT&S Wing, (Local): for uploading on CGDA website.

(Mohan Lal Meena)  
Sr. ACGDA (AN)