

कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग, दिल्ली छावनी-110010
ULAN BATAR MARG, DELHI CANTT-110010

ANV/5066/Misc-2016

Dated: 13.07.2016

To,

All PCsDA/PCA(Fys)/PIFAs/CsDA/IFAs,

Subject: Officers' Visiting Lounge for Officers visiting HQ Office

This is to inform that there exists a Officers' Visiting Lounge in the HQ Officer with the following address:

**Officers' Visiting Lounge,
Room No. 209,
Second Floor,
HQrs CGDA,**

2. It has been decided to operationalise the lounge for the benefit of visiting officers. The lounge will be provided with the facilities of a desktop PC, Broadband connection, a dedicated telephone line, and sofas etc. The personal assistant i.e. Steno will also be made available. To begin with, the secretariat assistance will be provided by the PA attached to Sr.Dy.CGDA(AN) with the telephone number 011 25674834. The visiting officers may use these facilities as under:

- 2.1. While waiting for the meeting etc.
- 2.2. Creating/Receiving information required by them duly using PC, internet etc.
- 2.3. They can also request the PA for any assistance required concerning their travel plan and stay etc.
- 2.4. While waiting in the lounge, the senior officers may call the concerned Dy.CGDA to the lounge and discuss the issues concerning their organization, of course, depending on the availability of the officer(s).

3. The visiting officers will also be requested to ensure the following:

- 3.1. The Officer(s) should intimate their detailed travel plan in advance.
- 3.2. In addition to the main issue of the scheduled meeting, other issues concerning their organization, including those which are pending in HQ Office, should be flagged and sent to the PA as above well in advance to enable discussions on these matters and arriving at solution.

4. The endeavour of the HQ Office is to ensure maximize the purpose of visit of senior officers and derive maximum benefit to the department and its ultimate beneficiary i.e. the Services.

5. We hope that everyone will contribute to make this endeavour a success and help realize the larger objective of bringing out maximum output.



(SHAM DEV)

Joint CGDA (Administration)