

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10  
Office of the CGDA, Ulan Batar Road, Palam,  
Delhi Cantt - 110010

No AN/III/3011/Misc

Dated: 24/06/2014

(Through CGDA Mail Server)

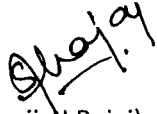
To

All PCsDA / PCA (Fys) PIFAs  
CsDA / CsFA (Fys) / IFAs / RTCs

Subject: Proper up keeping in the Ministry of Defence.

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A copy of Government of India, Ministry of Defence, Sena Bhavan, New Delhi No. A. 36012/I/14-D (Est. I/Gp. I dated 6-6-2014) on the above mentioned subject is enclosed for information, guidance and necessary action.

  
(Sanjiv J Bajaj)  
For CGDA

Copy to:-

1. All Admin Sections in Hqrs Office
2. AT- Coord Section (Local)
3. Accounts Section (Local)
4. IFA (Local)
5. EDP Centre (Local) : to upload on CGDA website.
6. CENTRAD, Brar Square, Delhi Cantt

— sdpp  
(Sanjiv J Bajaj)  
For CGDA

AN

No. A. 36012/1/14-D(Est.I/Gp.I)  
Government of India  
Ministry of Defence

Urgent/Top Priority

XC

Sena Bhavan, New Delhi  
June 6, 2014.

Circular

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Subject :- Proper upkeep in the Ministry of Defence.

All Departments/organizations/ offices/units under the Ministry of Defence are requested to ensure the following on top priority basis –

1. General Cleanliness in Office Premises

All concerned are directed to review the cleanliness situation prevailing in the offices and immediate action be taken to ensure enhanced level of cleanliness in the premises under their control. Weekly monitoring system may please be put in place.

2. Records

Immediate action may be taken to ensure that records are maintained in order. Records which need to be transferred to record room may be transferred urgently. Files/ records which need to be weeded out may be weeded out immediately, following the prescribed procedure in this regard and as per rules.

3. Disposal of old furniture and junk and removal of almirahs from the corridors

Immediate action to dispose old furniture and junk be initiated as per the prescribed procedure. It may please be ensured that almirahs in the corridors may be removed and kept inside the section immediately. The corridor should be made totally free of obstacles.

4. Senior officers may personally supervise and make surprise checks.

5. The above instructions have been issued as per the orders of Defence Secretary. All Departments/organizations/ offices/units under the Ministry of Defence are requested to take action as suggested above and send a compliance report within a week to the undersigned.

(Surya Prakash)

Director Establishment

Ministry of Defence All Joint Secretaries	Services Head Quarters VCOAS/VCAS/VCNS CISC
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<u>Organisations</u>	<u>Organisation</u>
DGCG	Director, AFFPD
CC R&D (Admn), DRDO	Director SFL
DGAFMS	Director, History Division
CGDA	Commandant NDC
DGDE	Dir Gen NCC
DGQA	CSO
DPR	DGOF, Chairman, OFB
DGBR	Comdt., Armed Forces Clinic
Chairman, Armed Forces Tribunal	

Copy for kind information to –

1. COAS
2. CAS
3. CNS
4. Secretary (Defence Production)
5. Secretary (DR&D)
6. Secretary (ESW)
7. FA (DS)