

Important Circular
Controller of General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt.

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File No. AN-I/1225/1/TD

Dated: 28/07/2015

To
All Principal Controllers/Controllers/IFAs

Subject: Move on Temporary Duty.

The undersigned is directed to invite references to this HQrs. Office Circular No. AN-I/1461/5/II dated 25/07/1996, No. AN-I/1467/TD/GC dated 28/06/2006, No. AN-I/1225/5/Misc dated 04/06/2008 and No. AN-I/1225/5/TD dated 26/08/2014 under which necessary guidelines on the subject have been issued.

2. As per the above circulars it was stressed upon all PCsDA/CsDA/IFAs to send their proposals for temporary duty move involving five or more days even within their respective areas of jurisdiction to HQrs. Office for obtaining prior sanction of the CGDA. In case temporary duty is less than five days, prior intimation to HQrs. Office is required. Further, Part II Office Orders to this effect published by Controllers office should be invariably forwarded to HQrs. Office well in time.

3. It has been observed that such proposal of move sanctions is not being sent to HQrs. Office in time. More so part II.O.O. of temporary move of less than 5 days are either not being forwarded to the HQrs. Office or being forwarded after performing the temporary duty. It is therefore stressed upon all concerned to ensure submission of proposals of temporary move wherein sanction of HQrs. Office is required well in time and to also ensure that all part II orders of temporary move are placed on the website.

Contd...2

4. It is also desired by CGDA that all PCsDA/CsDA/iFAs while visiting HQrs. office for discussion with CGDA/Addl. CGDA may forward their agenda points of discussion well in advance so that discussion with CGDA/Addl. CGDA take place in fruitful manner and various sections in this office can give useful inputs for a problem solving approach. In this connection kindly refer to this HQrs. letter of 25th July, 1996 (copy enclosed) for strict compliance.

5. Kindly acknowledge receipt.


(A.N. DAS)
Jt. CGDA(AN)

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CONFIDENTIAL
MOST IMMEDIATE CIRCULAR
No. AM-I/1461/S/II

Office of the
Controller General of Defence Accounts,
West Block-V, P. K. Puram, New Delhi-66.
Dated: 25th July, 1986.

To

The Chief Controller of Accounts (Eys), Calcutta.
The Chief Controller of Defence Accounts (Pensions) Allahabad,
All Cs of F & A (Eys).
All CsDA (including Jt. CDA (Funds), Meerut).

Subject: Tour Programmes - Controllers

SECRET

Instructions were issued from time to time to the effect that the tour programmes pertaining to the visits of Controllers to HQrs. may be sent well in advance so as to reach this office ten days before the commencement of the visit. However, it is observed from the copies of Part II Office Orders published by Controllers' offices that these are received in this office quite late and at times after the completion of the visits.

2. In order to make the visits of Controllers to this Headquarters more useful, they are requested to send their tour programmes well in time so that discussions with CGDA/Addl. CGDA take place in a fruitful manner. It is also appropriate to forward agenda of items to be discussed along with the tour programmes so that various sections in this office can give useful inputs for a problem solving approach and reduce the absence of Controllers from their HQrs. to the minimum.

3. In urgent circumstances, where the visit at short notice is unavoidable, prior permission of the CGDA may be obtained by telephone or by other means of communications. Prior clearance from the CGDA is also required for visits of the Controllers outside their normal jurisdiction/command except in the case of election duties/other programmes approved by the HQrs. office.

4. Instances have also come to notice where the Controllers wished to avail of Casual Leave in combination with tour but prior sanction of the CGDA was not obtained as required under the rules. In cases where Casual Leave is proposed to be combined with tour the required leave application should reach this office well in advance to enable this office to communicate the sanction in time for being notified in the relevant Part II office order for the tour proposed to be undertaken by the Controller.

Kindly acknowledge receipt.