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F. No. AN/III/3012/Circular/Vol.VIII dated 27.05.2020.

To,

All PCDAs/PCA (Fys.)/PIFAs/CDAs/CFAs/IFAs
(through CGDA website).

Subject: Restructuring/ renaming of Admin Wing of HQrs. Office.

The Competent Authority has accorded approval for the restructuring/ renaming of sections of Admin Wing of HQrs. office as per the Annexure attached. The detail of work which would be dealt by the newly structured Admin Section has also been described against each section. Hence, it is requested that all the future correspondences may please be addressed accordingly.

The newly structured Admin wing of HQrs. office would be operational with effect from 01st June 2020.


(Rajeev Ranjan Kumar)
Dy. CGDA (AN)

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1. IT&S (Local): For uploading of this circular on CGDA's website.


(Rajeev Ranjan Kumar)
Dy. CGDA (AN)

Sections of Administration Wing of HQrs Office

Sl No	Group	Existing Group	Works to be dealt by the Section
1.	AN(Estt.-IDAS)	AN-I	All matters concerning IDAS Officers Maintenance of Service book in respect of all IDAS Officers (SAG & above) except on the strength of HQrs office Sanction of HBA and GPF Advance/withdrawal in respect of IDAS Officers (SAG & above) except on the strength of HQrs office
2.	AN(Estt.-Officers)	AN-II	Promotion, Transfers etc. and updation of roster in respect of SAO/AO/AD(OL)/SPS
3.	AN(Coord)	AN-III	Coordination, RTI, Opening/Closing of DAD Offices, Works related to JCM/Associations, Parliament Questions
4.	AN(Pay)	AN-IV	General Administration and payment of Pay & Allowances other payments to officers & staff of HQrs. Office. Accounts Section of CGDA Office, 'D' Section of CGDA Office,
5.	AN(Gen Admn)	AN-V	Housekeeping, security and payment of contingent bills Library of HQrs. Office, R&D Section.
6.	AN(RR & Estt.)	AN-VIII	Demand for Establishment, Distribution of Dossiers to Controllers, Compassionate Appointment and Works related to Recruitment Rules in respect of all employees of DAD except IDAS.
7.	AN(Estt-AAO)	AN-IX	Transfer/Posting of AAO, Deputation/attachment in other Departments/Ministries upto AAOs. Works relating to promotion to AAOs/Provisioning of SAS passed candidates Updation of roster of AAOs
8	AN(Estt-Others)	AN-X	Transfer/posting and updation of roster of all Gr. 'C' & Sr. Auditors. Works relating to promotion of all Gr. 'C' & Sr. Auditors.

9.	AN(Budget/Project)	AN-XII	All works related to allocation of budget and monitoring of DAD Project viz official buildings/residential buildings. Preparation of RE/BE and allotment of funds to all controllers and monitoring thereof
10.	AN(Dis &Vig)	AN-XIII	All matters related to discipline, vigilance, complaints in respect of Gr. 'A''B' & 'C' except IDAS. Probity Report to be rendered to DoPT which also includes 56- J report.
11	AN(Pay- Tech)	AN-XIV	All matters relating to clarification on Pay & Allowances, Medical, Leave and other service matters. Clarification relating to MACP issues/matters
12.	AN(Grievance)	AN(Grievance)	Monitoring of grievances
13.	AN(Legal)	AN(Legal)	Monitoring of all legal cases in respect of DAD/Non-DAD.
14.	AN(SAS)	AN(SAS)	All matters related to SAS and other examinations.

Note: Works of existing group AN-VI merged with AN-Coord (AN-III) and AN-(Pay) (AN-IV),
Similarly works of AN-VII merged with AN (Estt.-IDAS)(AN-I) , AN(Coord)(AN-III) and AN-(Budget/Project) (AN-XII) and
Works of and AN-XI merged with AN (Estt.-Others)(AN-X), AN(Pay-Tech)(AN-XIV).