

“हर काम देश के नाम”



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

उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

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No. AN/III/3012/Misc./BAS

Dated 08.07.2022

To

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

**Sub: Observance of proper decorum by Government servants during office hours.**

Attention is invited to the Department of Personnel & Administrative Reforms O.M. No.11013/20/83-Estt.(A) dated 21<sup>st</sup> November, 1983 regarding observance of proper decorum by government servants.

2. It is observed that proper decorum is not being maintained by the employees during office hours. This has been viewed seriously by the higher authorities.
3. All Principal Controllers/Controllers are accordingly requested to ensure strict observance of office decorum in offices under their organization.

*Kavita*  
(Kavita Sharma)  
Sr. Dy. CGDA(AN)

**Copy to:**

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

*Ajay*  
(Ajay Diwaker)  
Sr. AO(AN)