



हर काम देश के नाम

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|  | <p>कार्यालय, रक्षालेखामहानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNT उलानबटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM DELHI CANTT.110010</p> |  |
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No. 0600/AN-X/Vol. XXII

Dated: 05/10/2023

To

All PCsDA/PIFAs/PCA (Fys)/CsDA/IFAs
(Through website)

Subject: Permission for interview in HQrs office.

Reference: HQrs office letter no. 0600/AN/X/PC-IV dt. 15/6/1998.

Instructions have been issued by the HQrs office from time to time regarding visiting HQrs office. It has been observed that of late, Staff and Officers are visiting HQrs office for meeting the Senior Officers on personal matters without prior appointment or information and not through proper channel.

2. This is not only affecting the schedule of the Senior Officers in the HQrs office but also results in inconvenience to staff and officers who are visiting the HQrs office without due approval and permission. Moreover, this practice is in contravention of procedure prescribed in Paras 313 and 319 of OM Part I.

3. The Competent Authority has, therefore, directed that all staff and officers who desire to meet Senior Officers and the CGDA on personal matters or grievances need to seek due approval/prior appointment from the respective Senior Officers/Officers-in-Charge of the Section and the application for the same would have to be routed by the Field Controllers through proper channel and in advance seeking permission of the CGDA and other Senior Officers for appointment/visits as the case may be.

4. It is requested that all Field Controllers may kindly take note of the above for compliance.

5. This practice needs to be put in place with immediate effect.



(Navpreet Kaur)
Sr. Dy. CGDA (AN)

Copy to:

1. SPS to CGDA.
2. SPS to Addl. CGDAs.
3. SPS/PS/PA to Sr. Jt. CGDAs/Jt. CGDAs.
4. PS/PA to Sr. Dy. CGDAs/Dy. CGDAs/Sr. ACGDAs/ACGDAs.
5. All Sections of the HQrs office.