



## रक्षा लेखा महानियंत्रक

उलान बटार रोड़, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts,  
Ulan Batar Road, Palam, Delhi Cantt.- 110010



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F. No. Estt.-Coord/3012/Misc./e-Samiksha

Dated: 12 .01.2022.

To

All PCDA's/ CDAs  
(through CGDA's Website)

**Subject: Special cleanliness drive.**

In continuation to HQrs. office circular of even no. dated 11.01.2022, it has been directed by Competent authority that, in order to carry out cleanliness campaign, disposal of pending references and its monitoring, both indoor and outdoor campaigns are required to be carried out dedicatedly for 3 hrs. on every Wednesday at a suitable time, strictly following the Covid-19 protocols.. The scope of indoor cleaning drive is broadly outlined as under:

- Cleanliness inside the office complex
- Weeding out of old files
- Review of obsolete/old items and its disposal
- Dusting of doors, windows, corner, Almirah, PCs and Stores etc.


The above list is indicative and other activities may be added by the respective office as deemed fit.

3. It is requested to take action accordingly and furnish action taken report to HQrs. office through email at [aniii.cgda@nic.in](mailto:aniii.cgda@nic.in) on every Thursday.

  
(GK Baranwal)  
Sr. Dy. CGDA (Estt.)

**Copy to:**

- General Management Section (Local) --For information and necessary action as above.
- Pay & Allowance Section, Local --As above.
- IT&S Wing, (Local) --With a request to upload on CGDA's website

  
(KSP Srivastava)  
Accounts Officer (Coordination- Estt.)