

रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली कैंट- 110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

No. AN/XIV/14140/II/Wall Calendar & Diaries/2015

Dated: 20 -05-2015

To,

- i) All PCsDA including PCA (Fys) Kolkata
- ii) All CsDA/CsFA(Fys)
- iii) Jt. CDA (AF) Nagpur/JCFA(Fys) Ambajhari, Nagpur
- iv) IFA(CC) HQ, Central Command
(Chief Engrs. Building) Nehru Road Lucknow Cantt-226002

Subject: Wall Calendars and Engagement Diaries for the Year 2016.

The requirement of Engagement Diaries and Wall Calendars for the Year 2016 in respect of PsDA/CsDA, for their Main Office and sub offices may please be sent directly to **the Director, Mass Mailing wing , DAVP, MoI&B, Soochana bhawan, CGO Complex, New Delhi-110003** in duplicate under intimation to this HQrs latest by 31-07-2015. It may be insured that the requirement is furnished in the prescribed Proforma as per the guidelines issued by this HQrs office vide Circulars of No. AN/XIV/14140/II/1988 dated 11-06-87 and AN/XIV/14140/II/2002 dated 16-02-2001. It may please be noted that the requisition should be signed by an officer of the Rank of Joint Secretary or equivalent i.e. CDA with official seal with Name. The Code Number allotted to the Controller may please be invariably indicated.

2. The following information is required to be submitted in full detail, indicating their allotted Code Number, otherwise the number of Calendars and Diaries may be drastically reduced for the Year 2016. Room wise detail may be given in the following manner:-

<u>Sl No</u>	<u>Name & Designation of the Officer</u>	<u>Room No.</u>
1.	Shri 'X'	1
2.	Shri 'Y'	7
3.	Shri 'Z'	13
likewise.		

3. For Diaries, Deputy Secretary level Officers (Pay Band-3, Grade Pay Rs 7600) and above are entitled to receive the same. Therefore, a list containing names of such officers, their designation and scales of pay may be furnished as per the following manner.

<u>Sl No</u>	<u>Name & Designation</u>	<u>Pay Band</u>	<u>Grade Pay</u>
1.	Shri 'X'	PB -3 (15600-39100)	Rs 7600
2.	Shri 'Y'	PB - 4 (37400-67000)	Rs 8700

4. Both the lists are required to be countersigned by the PCDA/CDA.

5. In view of the above, all PCsDA/CsDA/CsFA(Fys) are requested to furnish their demand latest by 31-07-2015 directly to **the Director, Mass Mailing wing , DAVP, MoI&B, Soochana bhawan, CGO Complex, New Delhi-110003** under intimation to HQrs office.

Please acknowledge receipt.


(S. J. Bajaj)
For C.G.D.A

Copy to:

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| 1. | AN-V (Local) | ---- | For similar action w.r.t the requirement in the office of the CGDA, New Delhi. |
| 2. | EDP Center (Local) | ---- | with a request to upload the circular on CGDA website. |
| 2. | The Director,
<u>Mass Mailing wing ,</u>
<u>DAVP, MoI&B,</u>
<u>Soochana bhawan, CGO Complex,</u>
<u>New Delhi-110003</u> | ---- | For information please. |


(S. J. Bajaj)
For C.G.D.A