



**Office of the Controller General of Defence Accounts,
Ulan Batar Road, Palam, Delhi Cantt-110010**

Phone/ Fax: (011)-25674813

No.TD/3381/UPSC

Dated: 16th March 2016

To,

All CDA /PCDA /IFAs (By Post)

Subject: Setting up of a DAD 'Archival Centre' at Delhi

As you are aware, Defence Accounts Department is one of the oldest serving government departments tracing its history to the year 1747. The Department has a rich historical legacy, spread over various offices across the country. Each DAD office has a unique position and is repository of different types of old and archival documents, articles and various other items of historical value. These old records and objects are scattered in various DAD offices and some of them in a state of disrepair, which may ultimately result in the loss of National heritage.

2. In order to collect and preserve such valuable items of historical importance at one place centrally and maintain them, the Competent Authority has approved for putting in place an 'Archival Centre' of the DAD at Delhi. This Archival centre would aim at displaying the evolution of the department over the last more than 268 years, documents of historical value, artifacts and objects of yore. The Centre would also showcase interesting facts, anecdotes and achievements of the department over its rich historical journey. The Centre would also regularly continue to add important records and other material of historical importance.

3. In this context, it is also intimated that a similar exhibition was held in CENTRAD, Brar Square in 2003 on the occasion of DAD day wherein items and records collected from various CDA/PCDA offices were collected and displayed during the said exhibition, which had evoked a lot of interest and positive responses.

4. Accordingly, an attempt is being made to source all records, artifacts and other material of historical and archival value from various quarters including from the National Archives. All Controllers / Pr. Controllers offices are, therefore, requested to identify the following in their offices as well as in their sub offices and arrange to send the same to the Hqrs office-

Contd P/2

- a) All old records / documents of historical importance - like orders on setting up of the respective office; records of important events; felicitations/awards bestowed on offices/DAD employees for their contributions; old Pay and pension orders; any other record of prominent activity, person or place etc.
- b) Articles, objects, symbols, artifacts of yesteryears, which may have been used by officers/officials in official functioning and having historical importance
- c) Awards, trophies and felicitations bestowed on the office, Officers and the Officials of the department having historical importance and significance
- d) Personal effects of the DAD personnel - like pen, stationary, furniture etc, which may have archival significance
- e) Photographs, drawings, sketches of buildings, offices, activities, persons and others, which would have captured important happenings or may pertain to specific persons or place in the department/office
- f) Write ups, notes and letters of historical importance conveying major events, happenings and milestones in the history of the office
- g) Sports events of significance -milestones, sketches/photos, medals etc.
- h) DAD through the pages of Newspaper- newspaper clippings, articles on departmental activities, persons or places, which are of historical nature and importance
- i) Any other records, documents, objects, pictures, anecdotes, which may convey some historical perspective about the department, its human resources and its functioning

5. All CDA /PCDA offices are, therefore, requested to identify items as suggested in para 4 above and also arrange to forward the same to the HQrs office through a special messenger to ensure safety of the precious historical heritage. This exercise may be completed by 15th April 2016 and the same be forwarded to the undersigned for further needful action.

6. Kindly accord priority and confirm action by the date as mentioned above.

This issues with the approval of Addl. CGDA (NN).



(Rozy Agarwal)

Coordinator

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Sr. ACGDA (AN)

for information.

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