

कार्यालय रक्षा लेखा महानियंत्रक, उलान बटार रोड, पालम, दिल्ली छावनी-110010
Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt.-110010

Speed Post/Most Immediate Circular

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

Dated: 31/05/2013

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
(Through CGDA Mail Server)

Sub: Wall Calendars and Engagement Diaries for the Year 2014.

The requirement of Engagement Diaries and Wall Calendars for the Year 2014 in respect of PCsDA/CsDA, for their Main Office and sub offices may please be sent directly to **Director, Mass Mailing Wing, DAVP, M/o I&B, Sochna Bhawan, CGO Complex, New Delhi-110003** in duplicate under intimation to this HQrs. latest by **31/07/2013**. It may please be ensured that the requirement is furnished in the prescribed proforma as per the guidelines issued by this HQrs. office vide Circulars No. AN/XIV/14140/II/1988 dated 11/06/1987, AN/XIV/14140/II/2002 dated 16/02/2001 and AN/XIV/14140/II/Wall Calendars & Diaries/2011 dated 17/06/2011. 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 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 2014. 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.

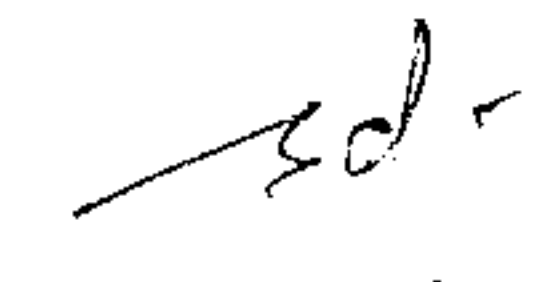
3. For Diaries, Deputy Secretary level Officers (Pay Band-3, Grade Pasy Rs. 7600/-) and above are entitled to receive the same. Therefore, a list containing names of such officers, their designation and scales of pay may be furnished as per the following manner:

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

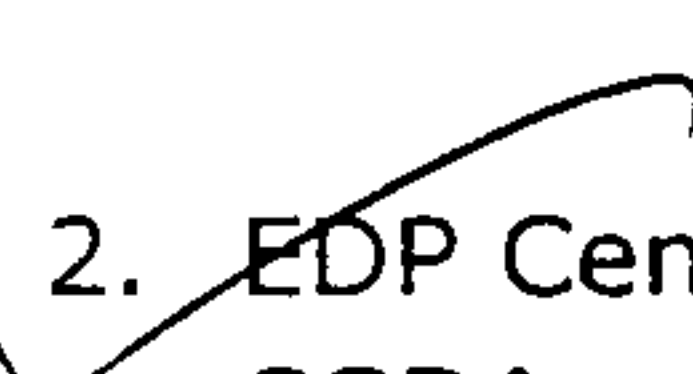
4. Both the lists are required to be countersigned by the PCDA/CDA.

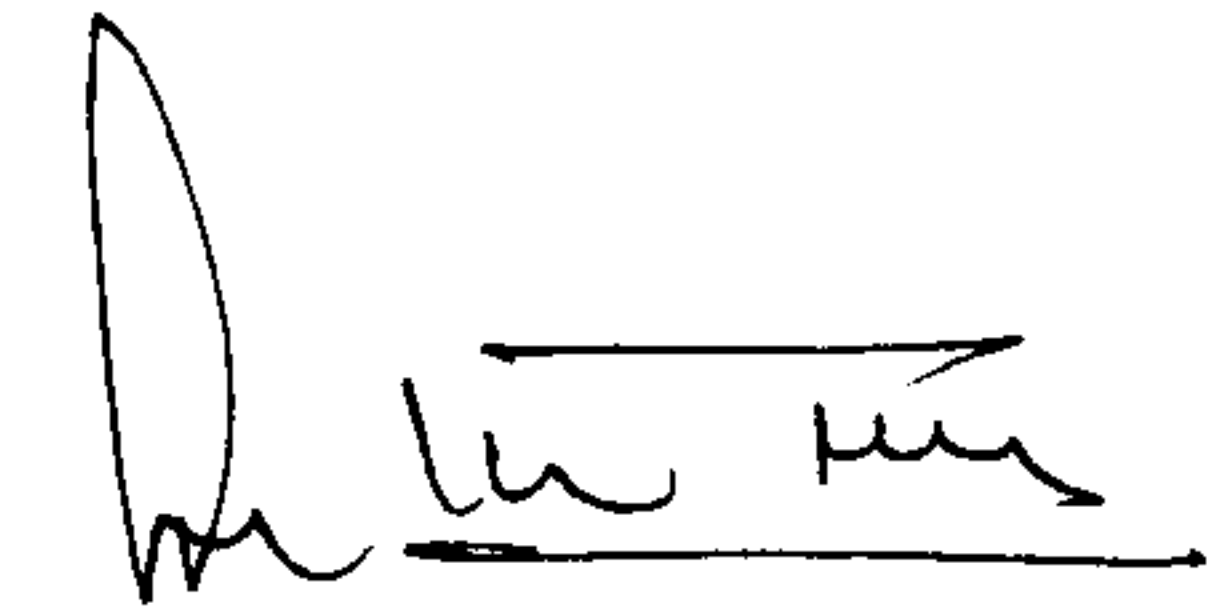
5. In view of the above, all PCDA/CsDA/CsFA (Fys.) are requested to furnish their demand latest by 31/07/2013 directly to the **Director, Mass Mailing Wing, DAVP, M/o I&B, Sochna Bhawan, CGO Complex, New Delhi-110003** under intimation to this HQrs. office.

Please acknowledge receipt.


(Chitra Mahendran)
For CGDA

Copy to:-

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.
3. Director, --- for information please.
Mass Mailing Wing,
DAVP, M/o I&B,
Sochna Bhawan, CGO Complex,
New Delhi-110003


(Chitra Mahendran)
For CGDA