



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002
Office of the Principal Controller of Defence Accounts (Central Command) Cariappa Road, Cantt.,
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AN/1A/1004/Misc./Circular

Dated: -31/03/2017

To,

The CDA RTC, Lucknow
The IFA (CC), Lucknow
The Officer I/C
All Sub office under this organization
All section of Main Office, Lucknow

Sub: - Timely submission of reply to HQrs. Letters/references

It has been intimated by the HQrs. Office vide letter No. IAW-8/12015/ATR/Circular dated 08.03.2017 that reports/ replies called for by HQrs. Office on a specific date are generally not being received on time . It is also observed that some of these correspondences have been forwarded to sub- offices for seeking comments after considerable period from the date of receipt of HQrs. Office letter. This is viewed seriously by the Competent Authority.

In this regard, it has been decided by the Competent Authority that when a reply to a letter received is likely to be delayed for want of answer, references or for any other reason, an interim reply should invariably be sent within a week of the receipt of HQrs. Office letter.

This may be accorded top priority.

- sd. -
(Pritam Dutta)
DCDA (AN)

Copy to:

The officer I/c
OA Cell (Local)

For uploading on PCDA (CC) website

(S.K.Gupta)
Sr. AO (AN)