



सत्यमेव जयते

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परिपत्र

(Through Website only)

स.प्रशा/1अ/1004/मुख्यालय/परिपत्र

दिनांक:07/03/2024

सेवा में,

प्रभारी अधिकारी

इस संगठन के अंतर्गत कानपुर स्टेशन पर स्थित समस्त कार्यालय |

**विषय : Designation of Senior Most JAG level IDAS Officer as Station Head.**

**संदर्भ : मुख्यालय कार्यालय का पत्र सं. AN/III/3012/SOM/2023 दिनांक: 26.02.2024.**

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उपर्युक्त विषयक मुख्यालय कार्यालय का संदर्भित पत्र आपके सूचनार्थ एवं आवश्यक कार्यवाई हेतु प्रेषित किया जाता है |

कृपया पावती भेजे |

संलग्नक : उपरोक्त ।

सहायक नियंत्रक (प्रशासन)

प्रतिलिपि:

प्रभारी अधिकारी

स्वचलन कक्ष

(स्थानीय)

र.ले.प्र.नि.(सेना) लखनऊ की वैबसाइट पर अपलोड करने के लिए |

सहायक नियंत्रक (प्रशासन)



हर काम देश के नाम

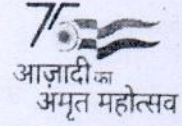
## रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

## Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665703 Fax: 011-25674806, 25674821 email: aniii.cgda@nic.in



F No.AN/III/3012/SOM/2023

Dated: 26.02.2024

To

Shri Tabish Shams, IDAS, Addl. IFA,  
O/o the IFA COD Kanpur.**Subject: Designation of Senior Most JAG level IDAS Officer as Station Head.**

The Competent Authority has decided to nominate the senior most IDAS officer at the level of JAG (SG)/JAG at the station as the DAD head of that station amongst all the DAD offices for overall coordination and smooth functioning and monitoring of DAD projects and maintenance of official, residential and transit infrastructure. For this purpose, you are hereby designated as the **Station Head** of DAD at the station **Kanpur**. However, in case of transfer of station head from the existing stations, new station head will take charge based on seniority.

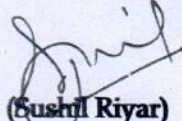
2. The duties/ responsibilities/ powers of the Station Head will be as under:
- (i) Station Head will be in-charge of monitoring of physical and financial progress of ongoing Capital/ Maintenance work. He/ she will act as an interface between DAD offices and executing agencies like MES/ Defence authorities.
  - (ii) His/ her recommendation will be obtained while recommending any Capital/ Maintenance work to be carried out at the station.
  - (iii) Station Head will act as a bridge between DAD and Executives at the station to resolve complaints/ grievance/ outstanding issues, pertaining to both sides.
  - (iv) Station Head will hold a monthly coordination meeting with Officer-In-Charge of all DAD offices at the station for resolution/ discussion on common issues being faced.
  - (v) Station Head will co-ordinate celebration of important days like DAD Day etc. at a preferably one place /one office.

Receipt No : 344983/2024/ADMIN-CC

- (vi) Station Head will work out a mechanism for knowledge/ information sharing among the DAD offices at the station which are beneficial for functioning of the department.
- (vii) Station Head will be a nodal point to approach in case of any emergent issue being faced by any DAD Offices of the station which require urgent guidance of the Senior Officer.
- (viii) Existing power and responsibility of Estate Officer for DAD Pool Residential Accommodation at various stations in terms of Para 66 of allotment of DAD pool residential accommodation Rules 2017 will continue to be exercised by nominated officer. However, the allotment committee will continue to be headed by the nominated PCsDA/CsDA at the station.

3. PCsDA/ CsDA to whom the DAD guest house is entrusted will mandatorily consult the Station Head while allotting guest rooms as per request. All improvements to Guest House may also be done in consultation with the Station Head.

4. Contents of this letter may be brought to the notice of all concerned for implementation of this mechanism with immediate effect. A compliance report may be submitted to HQrs.

  
(Sushil Riyar)  
Sr. ACGDA (AN)

**Copy to:-**

1. SPS to CGDA
2. SPS to all Addl. CGDAs
3. SPS/PS to all Sr. Jt. CGDAs/Jt. CGDAs
4. PCDA (Army) Lucknow.