



सत्यमेव जयते

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परिपत्र

(Through Website only)

स.प्रशा/1अ/1004/मुख्यालय/परिपत्र

दिनांक:25/01/2024

सेवा में,

- 1.) मुख्य कार्यालय, लखनऊ के सभी अनुभाग
- 2.) प्रभारी अधिकारी, सभी अधीनस्थ कार्यालय
- 3.) क्षेत्रीय प्रशिक्षण केन्द्र, लखनऊ
- 4.) इस संगठन के अंतर्गत सभी एकीकृत वित्तीय सलाहकार कार्यालय

विषय : Correspondence to CGDA office .

संदर्भ : मुख्यालय कार्यालय का पत्र सं. AN/III/3012/Circular/Vol-XI दिनांक: 24.01.2024.

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उपर्युक्त विषयक मुख्यालय कार्यालय का संदर्भित पत्र सूचनार्थ एवं कड़ाई से अनुपालन हेतु प्रसारित  
(Circulated herewith) किया जाता है।

संलग्नक : उपरोक्त।

व.ले.अ (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: 011-20893004



आज़ादी का  
अमृत महोत्सव

No. AN/III/3012/Circular/Vol-XI

Date : 24/01/2024

To,

All PCsDA/PIFAs/CsDA/IFAs/RTCs  
(Through Mail/CGDA WAN)

**Subject : Correspondence to CGDA Office**

Of late, it has been observed that a sizeable number of references/letters are being sent to HQrs office without the approval of PCsDA/CsDA and it appears that these letters have been marked to HQrs without the knowledge of senior functionaries in the field. It is also seen that copies of internal letters/orders are also being marked to the HQrs office for information without having seen by the HOO/HoD and where no role of HQrs is wanting at that stage. This is leading to not only increase of avoidable communication to HQrs office but cases which need to be referred to HQrs are not duly screened by the concerned authority.

2. The Competent Authority has taken a serious view of references being made to the HQrs office without following due diligence and extant orders on the subject. In this connection a references is invited to this HQrs letter no. AT-Coord/13039/VI dated 09.01.2023.

3. Accordingly, it is requested that all PCsDA/CsDA must ensure that all correspondences/letters/references made to HQrs office should invariably be seen/approved by the PCsDA/CsDA and copies of internal notings/letters should be strictly avoided to be sent to this HQrs office. In case the letters sent to HQrs are not duly seen and approved by the PCsDA/CsDA, the officers signing such letters would be required to explain the reasons for doing so.

(Navpreet Kaur)  
Sr. Dy. CGDA (Admin)

**Copy to :**

1. SPS to CGDA
2. SPS to Addl. CsGDA
3. SPS to Sr. Jt. CsGDA/Jt. CsGDA