

रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली कैंट- 110010

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

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

Dated: 30-06-2016

To,

- (i) All PCsDA including PCA (Fys) Kolkata
- (ii) All CsDA/CsFA(Fys)
- (iii) Jt. CDA (AF) Nagpur/JCFA(Fys) Ambajhari, Nagpur
- (iv) All PIFAs/IFAs

Subject: Wall Calendars and Engagement Diaries for the Year 2017.

The requirement of Engagement Diaries and Wall Calendars for the Year 2017 in respect of PCsDA/CsDA, for their Main Office and sub offices may please be sent directly to **the Director, Mass Mailing wing, DAVP, MoI&B, Sookhana bhawan, CGO Complex, New Delhi-110003** in duplicate under intimation to this HQrs latest by 31-07-2016. It may be insured 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 11-06-87 and AN/XIV/14140/II/2002 dated 16-02-2001. 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 invariably 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 2017. 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.		

Contd.....

(2)

3. For Diaries, Deputy Secretary level Officers (Pay Band-3, Grade Pay 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)	Rs 7600
2.	Shri 'Y'	PB - 4 (37400-67000)	Rs 8700

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

5. In view of the above, all PCsDA/CsDA/CsFA(Fys) are requested to furnish their demand latest by 31-07-2016 directly to **the Director, Mass Mailing wing, DAVP, MoI&B, Soochana Bhawan, CGO Complex, New Delhi-110003** under intimation to HQrs office.


This has the approval of Sr. Dy. CGDA (as)

Please acknowledge receipt.


(Ajay Goel)
For CGDA

Copy to:

1. AN-V (Local) : For similar action w.r.t. the requirement in the office of the CGDA, New Delhi and confirm action.
2. EDP Center (Local) : with a request to upload the circular on CGDA Website.
3. The Director,
Mass Mailing wing,
DAVP, MoI&B,
Soochana bhawan, CGO Complex,
New Delhi-110003 : For information please.


(Ajay Goel)
For CGDA