

Government of India
Ministry of Defence
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt. - 110010

Tel: 011-25674854

Fax: 011-25674781

IMPORTANT CIRCULAR

No: AN-I/1351/4/XXVI/Imp. Circulars

Date: 29.06.2016

To,


All PCsDA/CsDA & equivalent
(through CGDA Website)

Subject: - Leave :- IDAS Officers.

It has been observed by the Competent Authority that due to temporary duty/training/leave, etc., the PCsDA/CsDA and equivalent level officers are at times not available in their respective offices. With a view to have an information for non-availability of the officers in their offices, the Competent Authority has desired that a MONTHLY statement wherein the specific details i.e. purpose, duration, etc., for staying away from the office (temporary duty/training/leave, etc.) of an officer should be **invariably forwarded to the HQrs office by the last week of the preceding month** for information.

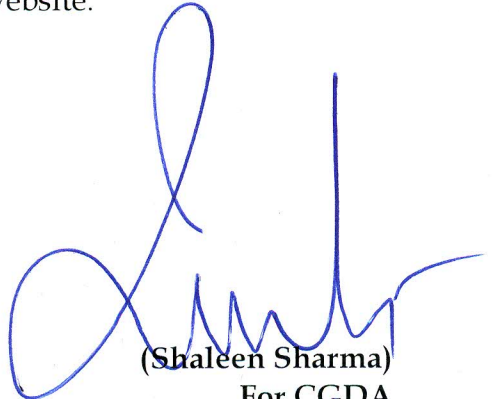
2. **The above details for the month of July, 2016 may please be forwarded to this HQrs latest by 1st July, 2016.**

3. An immediate action is requested.


(S. C. Bansal)
Asstt. CGDA (AN)

Copy to:

1. AN IV Section (Local) - For similar action as above.
2. EDP Section (Local) - For uploading on CGDA's website.
3. Hindi Cell (Local) - For Hindi Version.


(Shaleen Sharma)
For CGDA