

सम्यक् जयते

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AT-VI (Regulation Cell)

No.AT-VI/66018/Codes & Manual/Report

Dated: 20.01.2016


To

The PCDA/PCA (Fys)/PIFA/CDA
(Through CGDA website)

Subject: Report on Annual Review of Departmental Codes & Manuals.


The PCsDA/PCA(Fys)/PIFAs/CsDA responsible for maintenance of Departmental Codes & Manuals are also responsible for their revision in terms of Para 500 of Office Manual Part-I. Accordingly, concerned PCsDA/PCA(Fys)/PIFAs/CsDA have to undertake annual review of books under their charge to ensure that all necessary amendments have been carried out and completion report to this effect is required to be sent to HQrs office by the end of December each year duly indicating whether a thorough revision of any particular Code, Manual is necessary with a view to bring out a new edition.

Recently, a comprehensive review of reports and returns received from various field offices has been carried out and the competent authority has approved for continuance of the subject report. It is therefore requested that the books under your charge may kindly be reviewed and furnish draft amendments, especially taking into account the office automation of manual work, if any, for approval of the Competent Authority along with annual completion report at the earliest


(S. Viswanathan)
ACGDA (AT-Coord)

Copy to:

'EDP' Section (Local): For uploading it on Audit home page of CGDA website please.


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