



रक्षा मंत्रालय
Ministry of Defence

रक्षा लेखा महानियंत्रक कार्यालय
उलान बटार मार्ग, पालम, दिल्ली छावनी -110010
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt. - 110010
प्रशासन - I अनुभाग / Admin. - I Section
वेबसाइट / Website: www.cgda.nic.in



स्वतंत्रता के 76 वर्ष
76 years of independence

No.: AN-I/1466/Misc./Civil List/Vol-III

Date: 06/02/2024

URGENT
(through WEBSITE)

To,

All PCDA/CDA Offices

Sub: Updation of Civil List

Ref: This HQrs circular of even no. dated 16/01/2024

Kindly refer to this HQrs circular of even no. dated 16/01/2024 wherein it was requested to provide email ID, mobile no. and recent photographs of IDAS officers for updation of civil list latest by 25/01/2024.

2. However, the details and photographs in respect of some of the officers are still awaited. Moreover, it is also seen that some officers/ sub-offices are sending their data directly to this HQrs while some are having issue to find SPARROW codes of the officers.

3. In view of the above, the following clarifications/instructions are issued:

Issue	Clarification/ Instruction
Data being forwarded by the officers or sub-offices directly to this HQrs.	Officers/ sub offices are requested to forward the details and photographs to their proforma controller only and not to this HQrs.
Details and Photographs not provided yet.	The proforma controller is requested to compile and forward details of all officers under its jurisdiction in a single excel sheet along with their photographs in soft copy (jpg/jpeg format) to this HQrs through email only on an1-pinklist.cgda@nic.in latest by 08/02/2024 . <u>Kindly do not forward any hardcopy in this regard.</u>
Details and photographs being forwarded in hard copies.	
Naming the photographs as SPARROW code of the officers	Instead of SPARROW code, the photographs may be named as Sl. No. of the officers shown in latest Civil List uploaded on CGDA website (cgda.nic.in >> Division >> Admin >> IDAS >> Civil List). For the officers whose name are not included in the Civil List, their account no. can be used for this purpose.


4. Kindly accord PRIORITY.


(Mugdha Kaur Jaggi)
Sr. Dy. CGDA (Admin)

Copy to:

All IDAS officers

Kindly provide your details and latest photograph to your proforma controller at the earliest, if not provided yet. It is requested not to forward it directly to this HQrs.


(Mugdha Kaur Jaggi)
Sr. Dy. CGDA (Admin)