



'हर काम देश के नाम'  
रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts  
उलन बटार रोड, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt.-110010  
Ph: 011-2566703, Fax : 25674806 e-mail : aniii.cgda@nic.in

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आज़ादी का  
अमृत महोत्सव

No.AN-Coord/3012/Circular/Vol. IX

Dated: 20.10.2021

To

All PCDA/PCA(Fys.)/PIFAs  
CDAs/CFAs(Fys)/IFAs/RTCs

**Sub: Special Campaign from 02.10.2021 to 31.10.2021-regarding.**

In continuation of HQrs circular of even No. dated 22.09.2021 and 28.09.2021 on the subject matter, please find enclosed a copy of MoD (Fin.) Dy. No.4245 dated 14/10/2021 on the subject matter.

2. All the Heads of the Offices/Departments are accordingly requested to take following measures as directed by the Hon'ble RM:

(i) All papers, files etc. which are not required to be retained are to be weeded out. Wherever any relevant records are required to be retained, the same may be kept in digitalized format to the extent possible.


(ii) While undertaking the special drive, a videography of the premises before as well as after the cleanliness drive may be done.

(iii) 100% disposal of MP/VIP/other Ministries/State Govt. references made to MoD and the CPGRAMS is to be carried out.

(iv) Obsolete stores and scrap, etc. are not kept in the premises and the same to be disposed off as per usual practice.


(v) Websites, dashboards etc. may also be regularly updated.

3. The details of programmes/events organized on "Azadi ka Amrit Mahotsav" may furnished HQrs. Office for submission to the Ministry.

  
(Rajeev Ranjan Kumar)  
Dy. CGDA(AN)

Copy to:

1. AN(Pay) Local : For similar action as above.
2. AN(Gen Admin) : -do-
3. IT&S Wing Local : For uploading of CGDA website.

  
(KSP Srivastava)  
Accounts Officer (AN)

Ministry of Defence(Finance)  
O/o the Financial Adviser(Defence Services)

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Subject: Special drive in Ministry of Defence and its subordinate offices from 2<sup>nd</sup> to 31<sup>st</sup> Oct 2021.

Various circulars have been issued regarding the special drive to be undertaken in the Ministry of Defence and its subordinate offices from 2<sup>nd</sup> to 31<sup>st</sup> Oct 2021, on the cleanliness of the premises and weeding out of old records, files, etc. In this context, Hon'ble RM chaired a meeting on 14 Oct 2021 and has given the following directions:-

- (a) All papers, files, etc which are not required to be retained are to be weeded out. Wherever any relevant records are required to be retained, the same may be kept in a digitized format to the extent possible.
- (b) While undertaking the special drive, a videography of the premises before as well as after the cleanliness drive may be done.
- (c) 100% disposal of MP/VIP/other Ministries/State Govt references made to MoD and the CPGRAMS is to be carried out.
- (d) It is to be ensured that the obsolete stores and scrap, etc are not kept in the premises and the same to be disposed off as per usual practice.
- (e) Websites, dashboards, etc may also be regularly updated.

2. Azaadi ka Amrit Mahotsav is also being celebrated by all the organizations. In this regard, the programmes already done and the programmes/events to be organized till 15<sup>th</sup> August 2023 are to be regularly informed to the relevant authorities.

3. It was also directed by Hon'ble RM that he would visit various sections/offices to see the cleanliness drive undertaken by that organization. Similarly, Secretaries of respective departments may also undertake such inspection to review the work done by the organizations under their control.

The above is issued for strict compliance.

Office of the FA (DS)  
Dy. No. 4245  
Date: 14/10/2021

Office of Addl. FA (RS) & JS  
Dy. No. 4443  
Date: 18/10/21

Re circulate to all  
Dir/DAS with me.

21/10/21

DFA (AS-II) 18/10

(Sanjiv Mittal)  
Financial Adviser  
MOD

- ✓ Addl FA & JS (RK)
- ✓ Addl FA & JS (RS)
- Add FA & JS (SK)
- Addl FA & JS (VA)

Similar action may also be taken in respect of DAD