

“हर काम देश के नाम”



# रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

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आज़ादी का  
अमृत महोत्सव

No. 0600/AN-X/Vol. XXII

Dated: 08/07/2022

To

All PCsDA/PCA (Fys) KolkataPIFAs/IFAs and all CsDA

Subject: Transfer/Posting - Representation reg.

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It has been observed that there is a trend among staff members to forward their requests/grievances on service requests e.g. transfer request, cancellation/change of station, non-payment of TA/DA, relieving etc. to senior officers on their personal mobile numbers and personal email etc. This is a cause of concern and viewed seriously by the higher authorities.


2. There are established method/rules to route representations in the Department. These are contained in Office Manual Part I under the heading “REPRESENTATION AND APPEALS” beginning from 311. The practice of sending service requests to officers on their personal mobile numbers and personal emails is in contravention of such procedures and should cease forthwith.

2. It is therefore, requested that all employees may please be made aware of these procedures with the direction to adhere to established norms for representation.

  
(Kavita Sharma)  
Sr. Dy. CGDA (Admin)

Copy to:

1. AN-IV Section (Local) - for information and necessary action.
2. IT&S Wing (Local) - with the request to upload the same on website.

  
(S.K. Tripathi)  
Accounts Officer (AN)