



कार्यालय रक्षा लेखा नियंत्रक (सेना), मेरठ छावनी  
Office of CDA (Army)

बेलवेडीयर परिसर, आयुध पथ, मेरठ छावनी  
Belvedere Complex, Ayudh Path, Meerut Cantt-250001  
फोन: 0121-2646632 फ़ैक्स नंबर: 0121-2646254, 2646216



**Important Circular**

It has been directed by the Competent Authority that a power point presentation will be given to the Controller on **First Wednesday of every month** by all the SAOs/ AOs posted in Main Office regarding various aspects related to the work dealt in the sections headed by them.

2. The PPT should contain the following points :-

(i) Bill position/Claims position as on date :

No.	Status	Oldest Date	Remarks
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(ii) Letters/Special Letters pending as on date :

No.	Status	Oldest Date	Remarks
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(iii) Complaints as on date:

No.	Status	Oldest Date	Remarks
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(iv) RTI cases as on date :

No.	Status	Oldest Date	Remarks
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(v) LTARs as on date :

No.	Status	Oldest Date	Remarks
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(vi) Outstanding HQrs Inspection points

(vii) Personal Targets : In the format given by HQrs Office

(viii) Pending issues, if any

3. The PPT should be crisp and to the point . The concerned AAOs are also required to be present and assist their SAOs/AOs along with the relevant data/ record, if any in support of the PPT slides.

4. The PPT will start at **10:30 am in the Unity Hall of CDA (Army) Meerut.**

5. Any change in the schedule will be informed in due course.

- Sd -  
ACDA (AN)

No. AN/I/1023/Misc.

Dated: 09.04.2019


**Circulated to:**

- 1. PS to CDA
- 2. All GOs in Main Office
- 3. All SAOs/AOs and AAOs in Main Office
- 4. OA Cell (Local)
- 5. AN-VII (Local)



For information

For uploading on website  
For necessary arrangements

  
AO (AN)