

Office of the Controller of Defence Accounts (Army), Meerut Cantt

I.O. No.012

Dated:16.06.2016

Sub: Distribution of work when Group Officers are on Leave/Ty. Duty/absence.

Ref: I.O. NO.10 dated: 06.06.2016

In order to avoid any delay of work distributed amongst IDAS/GOs, it has been decided by the competent authority that whenever any of the Group Officers is on Leave/Ty. Duty or unable to attend the office, the work related to sections under him will be looked after by the officer as noted against their names:

Sl.No	Name & Rank of Officers. S/Shri-	Name & Rank of Officers. S/Shri/Smt.
1	2	3
1	<u>Praveen Ranjan, IDAS, DCDA</u> AN, EDP, E-Sec, Office automation, Adal at Cell, Project Bhawan, Project Vishwak, Hindi Cell & Internal Audit sec	1. Vikash Ojha, IDAS, DCDA 2. K.K. Ahuja, IDAS, DCDA
2	<u>Vikash Ojha, IDAS, DCDA</u> Pay Sec, NPS Pay Sec, "R" Sec, Fund Cell, PAO(ORs) RVC, IFA cell (as DCDA), Project MEIT-LOT 7/IFA Module, Project Nidhi, "TA" sec & Accounts Sec	1. K.K. Ahuja, IDAS, ACDA 2. Praveen Ranjan, IDAS, DCDA
3	<u>K.K. Ahuja, IDAS, ACDA</u> AT/ORs, D Section, Trg. Cell, Project Dolphin, Store Contract sec, S/AT sec, "M" section (including ECHS/Post Audit) O&M section	1. Vikash Ojha IDAS, DCDA 2. Praveen Ranjan, IDAS, DCDA

Note: *1. In case of absence/Leave/T.D. of Sl.No. 3, G.O.(AN) will function as CPIO.

2. Officer shown at Sl.No.1 under column 3 will look after the work of officer shown under column No.2 in case of absence/Leave/Ty.Duty. In case of officer shown at sl. No.1 under column No.3 is also on leave/absent/Ty.Duty, Officer shown at sl.No.2 under column 3 will look after the work of officer shown under column No.2 in case of absence/Leave/Ty.Duty.


(Praveen Ranjan)
DCDA (Admin)

No.AN/I/1117/Misc.

Dated: 16.06.2016

Copy to

1. PA to CDA
2. PA to Addl. CDA
3. PA to JCDA
4. ALL GOs
5. All Sr.AOs/.AOs
6. All Sections in Main Office
7. OA Cell for web site


(Praveen Ranjan)
DCDA (Admin)