



रक्षा लेखा नियंत्रक (सेना)
Controller of Defence Accounts (Army)
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Circular

(Through email/Website only)

No. AN/I/1023/Gen/ Circular

Date : 12.07.2022

To

The Officers-in-charge
All Sub Office
All sections in main office
CDA (Army) Meerut

Sub: Transfer/posting- Representation Reg .

Ref:- HQrs office letter No.0060/AN-X/Vol.XXII dt 08.07.2022

HQrs office has 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 Department. These are contained in Office Manual Part -I under the heading “ **REPRESENTATION AND APPEALS**” beginning from para 311 of Office Manual Part - I. 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.

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

Sd/-
ACDA (AN)

Copy to :-

The officer-in-charge - For necessary action & uploading on Website.

IT&S-III(Local)

A. K. Kumar
SAO(AN)