



रक्षा मंत्रालय (भारत सरकार)  
MINISTRY OF DEFENCE (GOVT. OF INDIA)  
कार्यालय रक्षा लेखा नियंत्रक (सेना)  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)  
बेलवेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी  
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT



No. AN/I/1023/Misc

Dated 30.01.2024

**IMPORTANT CIRCULAR**

To,

All Sections in Main Office  
All Sub-Offices Under CDA (A) Meerut

**Sub: Correspondence to CGDA Office.**

Ref: HQrs Office circular no. AN/III/3012/Circular/Vol-XI dated 24.01.2024.

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HQrs Office vide their circular cited under reference has intimated that a sizeable number of references/ letters are being sent to HQrs Office without the approval of PCsDA/CsDA and it appears that these letters have been marked to HQrs Office without the knowledge of senior functionaries in the field offices. It is also seen that copies of internal letters/ orders are also being marked to the HQrs office for information without having seen by the HOO/ HOD and where no role of HQrs is wanting at that stage.

2. In view of the aforesaid, it is directed by the Competent Authority that no letter/information/reference will be marked to the HQrs Office directly. All correspondence/ letters/references made to HQrs Office will be issued only through Main Office after approval of the Competent Authority.

3. In case the letters sent to HQrs Office by the sub-offices/ sections at MO without the approval of Competent Authority, the officers signing such letters would be required to explain the reasons for doing so.

— sd —  
Pranjal Verma  
ACDA (AN)

**Copy To:**

PS to CDA (A) Meerut  
IT & S Cell (Local)

- for information  
- for uploading on Website

30/1  
Ialil Farswan  
Sr. Accounts Officer (AN)