
	<p>कार्यालय: रक्षा लेखा नियंत्रक (सेना), मेरठ छावनी Office of the Controller of Defence Accounts (Army). बैल्वेडियर परिसर, आयुध पथ, मेरठ छावनी-250001 Belvedere Complex, Ayudh Path, Meerut Cantt. – 250001 फोन नं०/Ph.0121-2644273. फैक्स/Fax:0121-2646216/2646254</p>	
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F. No. AN-VII/Circulars/2020-21

Dated- 15/02/2022

Circular

To,

The officer-in-charge
 All sections (Local)/Sub- Offices
 Under Controller of Defence Accounts, Merrut Cantt.

Sub:- Special cleanliness drive.

Ref:- HQrs office Circular no. Estt.-Coord/3012/Misc./ e-Samiksha dated-11/01/22 and 12/01/2022 (copies enclosed).

In compliance of the CGDA letters dated-11/01/22 and 12/01/22, regarding special cleanliness drives (3-4 hours a week) in every office premises on every Wednesday. It is requested to please take cognizance at above letter and ensure the cleanliness drives both indoor and outdoor strictly following the Convid-19 protocols. The scope of indoor cleaning drive is broadly outlined as under:

- Focus on Cleanliness inside the office complex. ---Week 1 of month
- Weeding out of old files. ---Week 2 of month
- Review of obsolete/old items and its disposal. ---Week 3 of month
- Dusting of doors, windows, corner, Almirah, PCs and stores etc.-Week 4 of month

Action taken report in this context may please be furnished to this office on every Wednesday evening to enable this section to appraise the HQrs office accordingly.

- s.d -

Dy. CDA (AN)

Copy to:-

✓ IT & S-3

Local

for uploading on CDA (A) website.

Anil Kumar
 SAO (AN)