

To

The Officer-In-Charge

1	DCDA (COD) Delhi Cantt	2	ALAO (DID) Safdarjung New Delhi
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Subject- Transfer : DAD Estt.

It has been decided to transfer the under mentioned individual to the office noted against his name **with immediate effect-**

SL NO	NAME, GRADE & A/C NO.	WHERE SERVING	WHERE POSTED	EXPENSE
1.	Shri Devesh Kumar Lavaniyan Clk/8339935	DCDA (COD) Delhi Cantt	ALAO (DID) Safdarjung New Delhi	Local

2. The individual may please be relieved of his duties from your office **with immediate effect** with the direction to report for duties in the new office of posting and his relieving / joining reports be forwarded to this office under intimation to all concerned.
3. The Officer I/C will ensure proper handing /taking over of the task before relieving the individual and also ensure that no arrears of work or unaccounted document/work is lying pending.
4. TA/Joining time is admissible as per extant orders.
5. Copy by post may not be awaited please.

-sd-
(N.K.Dhiman)
Sr. Accounts Officer (AN)

Copy to :-

1. All Sections of Admin (Local)
2. AN-II Estt
3. IT & S setion- To upload on PCDA Website


(R.K.Vijay)
Asstt. Accounts Officer (AN)