

## Important Circular.

5068

No.AN/1041/Circular  
O/O The Pr.CDA (WC)  
Chandigarh  
Dated :-08/01/2018

To

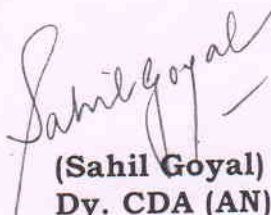
1. All GOs/SAOs/AOs in the Main Office (Local)
2. All groups in AN section (Local).
3. ✓ IT & S (Local): With a request to upload the same on our web site.

**Subject: - Correspondence with CGDA's Office.**

Of late it has been observed by the CGDA's Office, that some of the communications **addressed to HQrs Office** involving audit decisions, interpretation of rules or other important matters (Including cases having disciplinary aspect) on which the controller's opinion is required, are being signed at the level of SAO without an indication as to whether such references have been issued with the approval of PCDA/JCDA. The provisions of para 436 OM Part-I are very clear in this regard, **the same may be strictly adhered to.**

2. Therefore, it is requested that all such correspondences addressed to CGDA or GOC or any Defence service authority superior to them should invariably be issued after approval by the PCDA/Joint Controller and signed by the group officer. The above instructions of HQrs Office may be brought to the notice of all concerned for **strict compliance.**

PCDA has seen.

  
(Sahil Goyal)  
Dy. CDA (AN)