



कार्यालय, रक्षा लेखा नियंत्रक
उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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विकसित भारत
अभियान
1947-2047

File No. AN/1A/01/CIRCULAR/Vol-XII

Dated: 30/01/2026

Circular No. 12

To

1. All Sections of Main Office, CDA Guwahati
2. All Sub-Offices under CDA Guwahati Organization


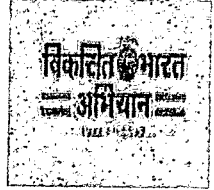
Subject: Permission for interview in HQrs Office.

Communication received from HQrs CGDA Office on the above subject vide their letter No. 0600/AN-X/Vol. XXIV dated 28/01/2026 along with HQrs Office letters dated 05/10/2023 & 15/04/2024 is disseminated herewith for information, guidance and further necessary action.

2. It is requested that content of the above correspondences may please be got noted by all officers and staff for strict compliance.

(John Bosco Buq)
Dy. Controller (AN)

Enclosure: As above.

	<p style="text-align: center;">रक्षा लेखा महानियंत्रक कार्यालय CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM DELHI CANTT-110010 Ph. No. - 011-25665568 Email. admnx.cgda@nic.in</p>	
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No. 0600/AN-X/Vol. XXIV

Dated: 28/01/2026

To

All PCsDA/PIFAs/CsDA/IFAs
(Through website)


Subject: Permission for interview in HQrs office.

Reference: Headquarters Office letters no. 0600/AN-X/Vol. XXII dated 5/10/2023 and 15/4/2024.

The Headquarters Office has, from time to time, issued clear instructions regulating the visits of officers and staff posted in field offices to the Headquarters Office for meeting senior officers regarding service-related matters. Despite these instructions, it has been observed that individuals continue to visit the Headquarters Office and insist on personal meetings with senior officers to present their grievances. Such unscheduled visits disrupt the work schedules of senior offices and cause avoidable inconvenience to the officers and staff who visit the Headquarters Office without obtaining the requisite prior approval and permission. The Competent Authority has viewed this matter with serious concern.

2. Accordingly, it is once again emphasized that all officers and staff intending to visit the Headquarters Office to meet senior officers in connection with their complaints or grievances must strictly follow the prescribed norms and procedure as outlined in the earlier communications referred to above. It is requested that all personnel under your administrative control be duly informed of the seriousness of this issue and instructed to ensure strict compliance with the existing instructions.


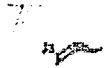
This is issued with the approval of Sr. Jt. CGDA (AN).


(Vinit Parashar)
Sr. ACGDA (AN)

Copy to:

1. SPS to CGDA.
2. SPS to Special CGDA.
3. SPS to Addl. CGsDA.
4. SPS/PS/PA to Sr. Jt. CGsDA/Jt. CGsDA.
5. PS/PA to Sr. Dy. CGsDA/Dy. CGsDA/Sr. ACGsDA/ACGsDA
6. All Sections of the HQrs Office.

Sd/-
(Vinit Parashar)
Sr. ACGDA (AN)

	<p>कार्यालय, रक्षालेखामहानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNT उलानबटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM DELHI CANTT.110010 Ph. No.- 011-25665568 Email. admnx.cgda@nic.in</p>	
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No. 0600/AN-X/Vol. XXII

Dated: 15/04/2024

To

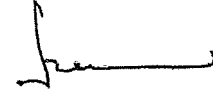
All PCsDA/PIFA/CsDA/IFAs
(Through WAN)

Subject: Permission for interview in HQrs office.

Reference: HQrs office letter no. even dated 5/10/2023.

It has been noticed by the Competent Authority that despite issue of instructions from time to time, there are instances of officers and staff visiting HQrs office for meeting Senior Officers without prior appointment or information and not through proper channel. The same has been viewed seriously.

2. It is reiterated that instructions issued vide above letter for meeting Senior Officers in HQrs office may be adhered to. Therefore, all officers and staff who desire to meet Senior Officers and the CGDA on personal matters or have any grievance, need to seek prior appointment with respective officers and send an application seeking appointment from the CGDA or senior officer to be routed through proper channel and in advance. It is also requested that Officers and staff in field offices may be instructed for strict compliance of the same as none will be entertained without prior permission and through proper channel.



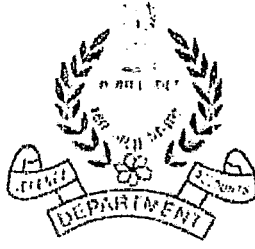

(Navpreet Kaur)
Sr. Dy. CGDA (AN)

Copy to:

1. SPS to CGDA.
2. SPS to Addl. CGDAs.
3. SPS/PS/PA to Sr. Jt. CGDAs/Jt. CGDAs.
4. PS/PA to Sr. Dy. CGDAs/Dy. CGDAs/Sr. ACGDAs/ACGDAs
5. All Sections of the HQrs office.

-sd-
(Navpreet Kaur)
Sr. Dy. CGDA (AN)

हर काम देश के नाम

	<p>कार्यालय, रक्षालेखामहानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNT उलानबटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM DELHI CANTT.110010</p>	
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No. 0600/AN-X/Vol. XXII

Dated: 05/10/2023

To

All PCsDA/PIFAs/PCA (Fys)/CsDA/IFAs
(Through website)

Subject: Permission for interview in HQrs office.

Reference: HQrs office letter no. 0600/AN/X/PC-IV dt. 15/6/1998.

Instructions have been issued by the HQrs office from time to time regarding visiting HQrs office. It has been observed that of late, Staff and Officers are visiting HQrs office for meeting the Senior Officers on personal matters without prior appointment or information and not through proper channel.

2. This is not only affecting the schedule of the Senior Officers in the HQrs office but also results in inconvenience to staff and officers who are visiting the HQrs office without due approval and permission. Moreover, this practice is in contravention of procedure prescribed in Paras 313 and 319 of OM Part I.

3. The Competent Authority has, therefore, directed that all staff and officers who desire to meet Senior Officers and the CGDA on personal matters or grievances need to seek due approval/prior appointment from the respective Senior Officers/Officers-in-Charge of the Section and the application for the same would have to be routed by the Field Controllers through proper channel and in advance seeking permission of the CGDA and other Senior Officers for appointment/visits as the case may be.

4. It is requested that all Field Controllers may kindly take note of the above for compliance.

5. This practice needs to be put in place with immediate effect.



(Navpreet Kaur)
Sr. Dy. CGDA (AN)

Copy to:

1. SPS to CGDA.
2. SPS to Addl. CGDAs.
3. SPS/PS/PA to Sr. Jt. CGDAs/Jt. CGDAs.
4. PS/PA to Sr. Dy. CGDAs/Dy. CGDAs/Sr. ACGDAs/ACGDAs.
5. All Sections of the HQrs office.