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**परिपत्र**

दिनांक: 28.05.2019

प्रशा/1/152

सेवा में,  
 प्रभारी अधिकारी,  
 समस्त स्थानीय अनुभाग  
 समस्त अधीनस्थ अनुभाग

**विषय: Amendment of CGDA Procedure Manual, Edition 2014.**

उपरोक्त विषयान्तर्गत में मुख्यालय कार्यालय का पत्र संख्या AT-Coord/13002/CGDA Procedure Manual दिनांक 14.05.2019 इस परिपत्र के साथ संलग्न है। कृपया सभी अधीनस्थों के संज्ञान में लावें।

समूह अधिकारी (प्रशा) द्वारा देख लिया गया है।

-हस्ता-  
 वरिष्ठ लेखा अधिकारी (प्रशा-I)

प्रतिलिपि:-

प्रभारी अधिकारी,  
 EDP अनुभाग

कृपया इस परिपत्र एवं संलग्न पत्र को PCDA (SWC), Jaipur की वेबसाइट पर अपलोड करवाने का कष्ट करें।

  
 वरिष्ठ लेखा अधिकारी (प्रशा-I)



## OFFICE OF THE CGDA

ULAN BATAR ROAD, PALAM, DELHI CANTT. - 110010

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No. AT-Coord/13002/CGDA Procedure Manual

Dated : 14.05.2019

To  
PCDA (SWC)  
Jaipur

**Sub: Amendment of CGDA Procedure Manual, Edition 2014**

Following modifications are made in the CGDA Procedure Manual (Edition 2014) :

- Correction slip No.01/2019 related to Appendix-I to para 4
- Correction slip No.02/2019 related to sl. No. 14 of para 176

This issues with the approval of Jt.CGDA (AT-Coord)

SAO (AT-Coord)

**Copy to :**

All Sections of HQrs office

- Sd -  
SAO (AT-Coord)

R/Sn  
AN-I

**A. Correction Slip No.01/2019**  
(Appendix-I to para 4)

**For :**

<b>Group</b>	<b>Broad description of functions</b>
AN-IV (Establishment)	<p>General Administration including postings, transfers, APARs and discipline in CGDA's office.                      Budget Estimates-CGDA office.                      Pay bills of officers and staff.                      GP Fund advance, House building advance and other advances—officers and staff.                      Screening of staff after 50/55 years of age.                      Receipt, diarizing and distribution of dak, telegrams, Govt. letters etc.                      Despatch of dak, telegrams etc. and maintenance of stamp account.                      Pension task including cash payment in lieu of unutilized Earned Leave on the date of retirement; Maintenance of service book and leave Accounts.                      Arranging Security passes for the staff                      Periodical weeding out of old records.                      Maintenance of Library, keeping all the books of Regulations etc. corrected up to date.                      Issue of no objection certificate for passport.</p>

**Read :**

<b>Group</b>	<b>Broad description of functions</b>
AN-IV (Establishment)	<p>General Administration including postings, transfers, APARs and discipline in CGDA's office.                      Budget Estimates-CGDA office.                      Pay bills of officers and staff.                      GP Fund advance, House building advance and other advances—officers and staff.                      Screening of staff after 50/55 years of age.                      Receipt, <b>dak marking</b>, diarizing and distribution of dak, telegrams, Govt. letters etc.                      Despatch of dak, telegrams etc. and maintenance of stamp account.                      Pension task including cash payment in lieu of unutilized Earned Leave on the date of retirement; Maintenance of service book and leave Accounts.                      Arranging Security passes for the staff                      Periodical weeding out of old records.                      Maintenance of Library, keeping all the books of Regulations etc. corrected up to date.                      Issue of no objection certificate for passport.</p>

**Authority :**

- (i) AN-IV Section U.O. No. AN/IV/4296-I/Misc dated 29.04.2019
- (ii) Minutes of CGDA Review Meeting held on 3<sup>rd</sup> April 2019 circulated vide AT-Coord Section U.O. No. AT-Coord/13012/CGDA Review Meeting dated 05.04.2019

**B. Correction Slip No.01/2019**  
(sl. No. 14 of para 176)

**For :**

Sl. No.	Section	Work Allotted
13	Audit-XIII (Coord)	Administration work of Audit Wing (including Accounts Section), Delegation of Financial powers, Consolidation of MPR, Personal Target Report, Monthly Briefing Report, Distribution of work amongst PCsDA/CsDA, Updation of CGDA's Procedure Manuals, Marking and distribution of Dak of Audit Wing, Circulation of important general orders/circulars to PCsDA/CsDA etc.

**Read :**

Sl. No.	Section	Work Allotted
13.	Audit-XIII (Coord)	Administration work of Audit Wing (including Accounts Section), Delegation of Financial powers, Consolidation of MPR, Personal Target Report, Monthly Briefing Report, Distribution of work amongst PCsDA/CsDA, Updation of CGDA's Procedure Manuals, Circulation of important general orders/circulars to PCsDA/CsDA etc.

**Authority :**

- (i) AN-IV Section U.O. No. AN/IV/4296-I/Misc dated 29.04.2019
- (ii) Minutes of CGDA Review Meeting held on 3<sup>rd</sup> April 2019 circulated vide AT-Coord Section U.O. No. AT-Coord/13002/CGDA Review Meeting dated 05.04.2019