



“हर काम, देश के नाम”



कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.), खातीपुरा रोड, जयपुर-12
Office of the Principal Controller of Defence Accounts (SWC),
Khatipura Road, Jaipur-12
Fax No. 0141-2388463 Phone No. 0141-2388450, 458 Email: pcdaswc.cgda@nic.in



No.AN/I/106/Disc

Dated: 19.02.2021

Most Important Circular

To,

Officer In Charge,
All Sections, Main Office,

Subject: Prohibition on unauthorized entry in Office Premises.

In recent past, it has come to the notice of authorities that unauthorized persons have entered into office premises. Therefore, in order to keep control over such instances, undersigned is directed to issue necessary regulatory guidelines for strict compliance -

1. Entry of unauthorized officials in office premises will hereafter be strictly prohibited. Such entry, in certain important circumstances, may however be allowed as per the provisions mentioned in this circular and such occasions of entry should be restricted to very rare, justified events and subject to the approval of competent authority.
2. Shri Gaurav Kumar Gupta, Adr/8348198 (presently posted in SWS Cell) is appointed as Liaisoning Official for monitoring entry of outsiders in this office. He will communicate between outsiders and concerned section for redressal of grievances/issues.
3. Outsiders who, on rare occasions, may be allowed to enter in office will have to seek permission of GO (Admin). This will be ensured by the Liaisoning Official. Also, liaisoning official will ensure that no person, without bearing valid ID proof, Office ID Card seeks entry in this office.

Pg.No.01

Cont on Pg. No.02

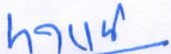
4. It shall be noted that section in-charge (SAO/AO) and AAO of concerned group will be responsible to ensure that persons entering in section/group is authorized or permitted by concerned authorities. Any failure in this regard would attract action as per CCS (Conduct) Rules/CCS (CCA) Rules, 1965.
5. The contents of this communication may be disseminated to all officers/ staff serving in your section.

-Sd-

(DK Oza, IDAS)
GO (Admin)

Copy to:

EDP section - For uploading on PCDA (SWC) website.


(Sachchidanand)
AO (Admin)