

CIRCULAR

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
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AN/I/1929/34/Circular/Vol.I

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To

The Officer-in-Charge  
All the Sections in Main Office.  
All the Sub Offices under PCDA Bangalore  
(Through Website)

Subject : Restructuring /renaming of Admin Wing of HQrs Office.

It has been intimated by HQrs Office that the Admin Wing of HQrs Office has been restructured/renamed as per Annexure attached. The details of work which would be dealt by the newly structured Admin Section has also been described against each section. It is therefore enjoined upon all concerned that future correspondence may please be addressed accordingly.

*Sd/-*  
Dy.CDA (AN)

Copy to:

The Officer I/C EDP Sn: For uploading in website.

*V. S. Maygule -*  
Sr.Accounts Officer (AN)

### Sections of Administration Wing of HQrs Office

Sl No	Group	Existing Group	Works to be dealt by the Section
1.	AN(Estt.-IDAS)	AN-I	All matters concerning IDAS Officers Maintenance of Service book in respect of all IDAS Officers (SAG & above) except on the strength of HQrs office Sanction of HBA and GPF Advance/withdrawal in respect of IDAS Officers (SAG & above) except on the strength of HQrs office
2.	AN(Estt.-Officers)	AN-II	Promotion, Transfers etc. and updation of roster in respect of SAO/AO/AD(OL)/SPS
3.	AN(Coord)	AN-III	Coordination, RTI, Opening/Closing of DAD Offices, Works related to JCM/Associations, Parliament Questions
4.	AN(Pay)	AN-IV	General Administration and payment of Pay & Allowances other payments to officers & staff of HQrs. Office. Accounts Section of CGDA Office, 'D' Section of CGDA Office,
5.	AN(Gen Admn)	AN-V	Housekeeping, security and payment of contingent bills Library of HQrs. Office, R&D Section.
6.	AN(RR & Estt.)	AN-VIII	Demand for Establishment, Distribution of Dossiers to Controllers, Compassionate Appointment and Works related to Recruitment Rules in respect of all employees of DAD except IDAS.
7.	AN(Estt-AAO)	AN-IX	Transfer/Posting of AAO, Deputation/attachment in other Departments/Ministries upto AAOs. Works relating to promotion to AAOs/Provisioning of SAS passed candidates Updation of roster of AAOs
8	AN(Estt-Others)	AN-X	Transfer/posting and updation of roster of all Gr. 'C' & Sr. Auditors. Works relating to promotion of all Gr. 'C' & Sr. Auditors.