



रक्षा लेखा महानियंत्रक कार्यालय
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
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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 officers 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. Lt. 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. Lt. 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)