Circular No.15 –Staff Entt.II/2020
No.44 –Staff Entitlement-II/47-2020

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124

सत्यमेव जयते

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 27 FEB 2020

To

All Head of Offices in IA&AD
PD (Headquarter)
PD (Commercial)

Sub: Instructions regarding correspondence with the headquarters.

Ref.: Headquarter's circular No.05-Staff Entt-II/2019 issued vide letter no. 07-Staff Entitlement- II/47-2018 dated 30.01.2019.

Sir/Madam,

Attention is drawn to Headquarters circular referred above. It is observed that copies of Office Orders & letters are being routinely marked to Headquarters, leading to avoidable correspondence.

2. It is, therefore, reiterated that the following instructions may be followed strictly while making correspondence with headquarters:-

- Provisions contained in para 2.17.4 MSO (Admn.) Vol.I (Third Edition) with reference to communication with Headquarters office may be followed scrupulously. Any communication with Headquarters may be signed under the directions of PAG/DG/AG/PD.
- No endorsements of office orders & copies of letters written to other entities may be made to Headquarters. If such letters are to be brought to the notice of Headquarters, it may be done so by writing a separate letter (enclosing the office order/letters written to other entities as an attachment), duly following provisions contained in para 2.17.4 MSO(Admn) Vol.I (Third Edition), along with reasons thereof.

Yours faithfully,

(V.S. VENKATANATHAN)
Asst. Comptroller & Auditor General (N)