E-Mail

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

सत्यमेव जयते

Circular No.05 –Staff Entt.II/2019
No.07 –Staff Entitlement-II/47-2018
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 30 JAN 2019

To

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

Sub: Instructions regarding correspondence with the headquarters

Sir/Madam,

It has been noticed that letters from field offices are being received over signature of DAG/Sr.AO/AO without approval of PAG/DG/AG/PD. The copies of correspondence made with other entities are also being endorsed to Headquarters in a routine manner, without furnishing any reasons for bringing the matter to the knowledge of Headquarters. The following instructions in respect of communication with Headquarters are, therefore, being reiterated for strict compliance:

1. Provisions contained in para 2.17.4 MSO (Admn.) Vol. I (Third Edition) with reference to communication with Headquarter office should be followed scrupulously, wherein it is clearly provided that any communication with Headquarters should ordinarily be signed by PAG/DG/AG/PD. In the alternative, the letter should indicate that it is being issued under the directions of PAG/DG/AG/PD.
2. No endorsements of copies of letters written to other entities should be made to Headquarters. If such letters are to be brought to the notice of Headquarters, it should be done so by writing a separate letter, duly following provisions contained in para 2.17.4 MSO (Admn.) Vol. I (Third Edition), alongwith reasons thereof.

Yours faithfully,

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