



कार्यालय रक्षा लेखा प्रधान नियंत्रक (सेना), करियप्पा मार्ग, लखनऊ छावनी -226002  
Office of the Principal Controller of Defence Accounts (Army)  
Cariappa Road, Cantt., Lucknow, Pin Code – 226002



**THROUGH WEB-SITE**

NO: AN/II/1023/Contracts

Dated: 06.02.2024

To,  
All PAOs/AAO (CC)/EDP Section

Subject: - Guidelines for engaging outsourced contractual employee in the Field Offices DAD  
Reference:- HQrs office letter no. AN/XIII/13133(Misc)/2024 dated 22.01.2024

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HQrs office letter cited under reference is enclosed herewith to take necessary action on the guidelines conveyed therein.

2. It is requested to comply with the instructions mentioned therein the letter of HQrs office and action taken report may be submitted to this office on priority positively upto 12.02.2024 for onward transmission to HQrs office.

  
[ S. K. Verma ]  
Asstt. CDA (AN)

Encl.: As above

3419

2/2/2024



"हर काम देश के नाम"

कार्यालय, रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110011

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

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भारत 2023

एक पृथिवी

ONE EARTH - ONE FAMILY - ONE FUTURE

No. AN/XIII/13133(Misc)/2024

Dated 22.01.2024

To,

All PCsDA/CsDA

All PIFAs/IFAs

The PCDA(Army)

1 Cariappa Road,

Lucknow cantt - 226002.

Subject: **Guidelines for engaging outsourced contractual employee in the Field Offices DAD.**

The Field Controllers as well as IFA Offices are utilizing the services of skilled/un-skilled manpower for various services including house keeping, conservancy, driving the vehicles, for data entry, for clerical support as well as other works including hiring of casual labourers for Multi Tasking Services. These deployments include hiring of services done by respective Field Offices and hired/contractual staff provided by the Services organizations to respective DAD offices providing payments, audit and Financial advice coverage.

2. In order to ensure overall security and due diligence in the DAD offices, Field Controllers/IFA Offices are requested :

- To ensure that hired/contractual staff is allowed in the office premises only after due verification as laid down in the extant rules.
- The concerned hired/contractual staff are allowed to work only on the tasks for which they have been engaged/hired.
- Key functions of the department should only be dealt with by the authorized staff and officers of the Department.
- Further, all IT equipment and data, records and files must also be kept safe in the custody of the concerned staff and officers of the department.

3. All Field Controllers and IFA Offices are requested to comply with the above instructions. An Action Taken report may be submitted to the HQrs office on priority.

This issues with the approval of the CGDA.

Sr. Dy. CGDA(AN)