

**Controller of Defence Accounts, CHENNAI**  
618 Anna Salai, Teynampet, Chennai 600 018  
Phone : 044-24349980 extn 122 Fax : 044-2434 8142

No. AN/I/27/Surprise Check/2018

Dated : 25 Oct 2018

To

All SAOs/ AOs in Main Office (including DPDO Chennai)  
All Sections in Main Office

Sub : Observance of office timings, attendance etc

The Office timings of Main Office (including DPDO Chennai) is 09 15 Hrs to 17 45 Hrs (with half an hour lunch break between 13 15 Hrs to 13 45 Hrs). It has however been observed that the Officers/staff seldom observe this timings.

The following instructions are therefore issued for strict compliance by all the Officers/staff :

- All the Officers / staff shall strictly observe the office timings. The Attendance Register shall be sent by the AAO of the concerned section/group to the SAO/AO by 09 45 Hrs. The SAO/AO shall send the Attendance Register to GO (AN) by 10 00 Hrs duly marking late attendance.
- Staff coming late will be required to mark the time of arrival in the presence of GO AN.
- It is the responsibility of the AAO and SAO of the concerned Section to ensure that the staff arrive and depart on time.
- The DARC Hall will be kept open only from 13 00 to 13 45 Hrs. Staff found playing in the DARC beyond the stipulated time will attract appropriate action.
- Similarly, the Wet Canteen will be kept open only during breakfast / lunch and tea time. The timings shall be adhered to and the SAO (Wet Canteen) will ensure the same.
- It needs no emphasis that Officers/staff members should come to the Office properly attired. It is always advisable to wear formal dress and avoid T shirts etc.
- **Sections are out of bounds to PBOR / personnel from the Units and Formations. Officers/staff from the Units and Formations will meet only the SAO/AO at the designated timings viz., 12 – 1 PM and 3 to 4 PM on all days. SAO (AN/Security) will ensure that no outside personnel enters the Audit Sections.**
- Pensioners are however exempted and they can visit the DPDO / Adalat Cell / Pension Cell at any time of the day during working hours.
- Usage of mobile phones for sending / receiving official documents is strictly prohibited.
- Surprise check will be carried out by the GO of the concerned section anytime.

This issues with the approval of C.D.A. Chennai.

*S.S Deban*  
25/10/18  
(Deban SS)  
Asst Controller / DEBAN.S.S. IDA  
रक्षा लेखा सहायक नियंत्रक / ACDA  
रक्षा लेखा नियंत्रक कार्यालय / Office of the CD/  
618, आन्ना सालाई / 618, Anna Salai,  
तेनामपेट, चेन्नई-600 018 / Teynampet, Chennai-600 018

Copy to :

All sub offices under CDA Chennai	For compliance in respect of the instructions applicable to them.
PS to C.D.A.	For kind information of C.D.A.

✓ EDP

*S.S Deban*  
25/10/18  
दिवन.एस.ए.स. भार ले.से. / DEBAN.S.S. IDA  
रक्षा लेखा सहायक नियंत्रक / ACDA (Deban SS)  
रक्षा लेखा नियंत्रक कार्यालय / Office of the Asst Controller  
618, आन्ना सालाई / 618, Anna Salai,  
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