



**BY E-MAIL**

	<p>रक्षा लेखा नियंत्रक कार्यालय, चन्नई <b>Controller of Defence Accounts, Chennai</b> ६१८, अन्ना सालै, तेनामपेट, चेन्नई - ६०० ०१८ 618, Anna Salai, Teynampet, Chennai - 600 018 प्रशासन - III अनुभाग Admn. - III Ph.: 044-24349980 Ext.: 121 Fax : 044-24348142 Email - <a href="mailto:andachennai.dad@nic.in">andachennai.dad@nic.in</a> or <a href="mailto:andachennai@gmail.com">andachennai@gmail.com</a></p>	
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No.AN/Pay III/Gen Corr

Date : 30 Mar 2020

**IMPORTANT CIRCULAR**

To

All sections in Main Office

All sub offices under CDA Chennai

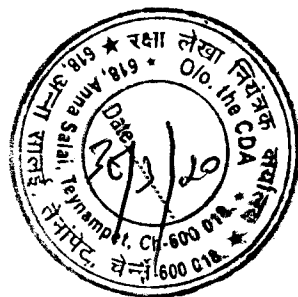
Sub : Forwarding of documents in respect of DAD employees (ex-service man)

A copy of following documents in respect of all ex-serviceman appointed in DAD and presently serving in your office/section may be obtained and submitted to this office before 30 Apr 2020 for our necessary action:-

- Discharge book.
- ECHS card (including all family members)
- Army/Air Force/Navy Group insurance scheme certificate showing validity date.
- Certificate/final payment details issued on retirement by PAO/Records Office showing the details of leave encashment (number of days encashed) at the time of retirement from Army/Air Force/Navy.

2. If any of the above documents are not available, reason for the same may be intimated.

**CDA has seen.**



**Sr Accounts Officer (AN/Pay)**

आर. नारायण प्रसाद / R. NARAYANA PRASAD  
वरिष्ठ लेखा अधिकारी / Sr. Accounts Officer  
रक्षा लेखा नियंत्रक कार्यालय / Office of the CDA  
618, अन्ना सालै / 618, Anna Salai,  
तेनामपेट, चेन्नई / Teynampet, Chennai-600 018.