

By Fax/Speed Post

**CONTROLLER OF DEFENCE ACCOUNTS, CHENNAI**  
618, Anna Salai, Teynampet, Chennai - 18

Ph.No. 044-24349980

Fax No. 044-24348142

No. AN / II / 102/Member.verification/Corres

Dated the 13<sup>th</sup> March 2018

To

- |                                  |
|----------------------------------|
| 1. All Sections in Main Office   |
| 2. Sub-Offices under CDA Chennai |

Subject : Exercising of option by the staff for Association membership under the CCS (RSA) Rules 1993 and recovery of subscription for the year 2018-19.

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Instructions regarding exercising of option by the staff for Association Membership under CCS(RSA) Rules 1993 received vide Hqrs Important Circular Dated 8<sup>th</sup> March 2018 (uploaded in the CGDA web site) for information and necessary action.

2. Shri,M.Ravichandran, Sr.Accounts Officer, Main Office of CDA Chennai has been nominated by the Competent Authority as Officer-in-charge for dealing with the entire process of exercising of option forms by the staff for Association membership for the year 2018-19. The nominated Officer will be responsible for issuing the numbered options forms to the individuals (through Office/section) and also accepting the completed forms.
3. All correspondence regarding the above subject issue may be addressed to Shri,M.Ravichandran, Sr.Accounts Officer, Main Office , CDA Chennai.
4. It is requested to strictly adhere to the time schedule stipulated by Hqrs Office.

(R.Narayana Prasad)

Sr.Accounts Officer(AN)

आर. नारायण प्रसाद / R. NARAYANA PRASAD  
वरिष्ठ अकाउंट्स ऑफिसर / Sr. Accounts Officer

Copy to :

Shri. M.Ravichandran Sr.Accounts Officer (local)	For information with direction to strictly adhere to the instructions of Hqrs Office Circular Dt.8/3/2018 (copy enclosed).
The ROC Member/President AIDAA(CB) Pune (Chennai,Wellington,Kannur,Trivandrum)	For information and necessary action.
The ROC Member/President AIDAEA(Hqrs)Kolkatta (Chennai,Kannur,Kochi)	For information and necessary action.

sd/-  
(R.Narayana Prasad)  
Sr,Accounts Officer(AN)