

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
618, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018.

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D. A. R. C.

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No.DARC/Farewell/11/17

Dt:28/11/2017

To

All Officers/Sections in M.O.
All sub-offices in Chennai.

SUB:- Farewell to the retiring Staff.

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The under mentioned staff will be retiring from service on: **30/11/2017**.

**Smt.Padmini Ramachandran, Supervisor Accounts
AAO BSO Avadi.**

2. A farewell party is arranged to the above staff **on 30.11.2017** at **04.00 P.M.** All the Officers/Staff are requested to be present in DARC hall by 03.50 P.M. without fail. **Snacks and Tea will be served.**

Agenda for the farewell party is as under:

04.00 P.M. : Prayer Song
04.05 P.M. : Welcome address by DARC
04.10 P.M. : Garlanding the Retiring Official
04.15 P.M. : Presentation of Gifts and Memento
04.20 P.M. : Address by Retiring Staff
04.30 P.M. : Address by the CDA
04.40 P.M. : Refreshments
04.50 P.M. : Vote of Thanks

03. Your co-operation is highly solicited.


(Sundar Viswanathan)
DARC/President

Copy to:

Admin - VII : For necessary logistics arrangements please.

EDP Sec, Local : For uploading on CDA Chennai Website & OA, Pl.


(Sundar Viswanathan)
DARC/President