To

Sh D.S. Kaushik, SAO
LAO (CVD) Delhi Cantt

Subject: Additional Charge.

It has been decided by Competent Authority to assign you the additional charge of LAO (S) COD Delhi Cantt w.e.f. 31.03.2018 in addition to your own duties till the joining of permanent incumbent.

Therefore, you are requested to take over the charge of above office and relieve Shri A.K. Shivpuri, SAO whose superannuation is on 31.03.2018. Relieving report of the officer may be forwarded to all concerned. Proper handing/taking over may be ensured and report may be submitted to this office.

Copy to:

1. The CGDA, Ulan Batar Road, Palam, Delhi Cantt.-10 For kind information please.
2. The LAO (S) COD Delhi Cantt For information & necessary action please.
3. The O/C, IA- Section (Local) For information please.
4. The OI/C, IT & S Section (Local) For uploading on website of PCDA (WC).

Sd/-
(N. K. Dhiman)
Sr. Accounts Officer (AN)