

File No.: A-101/1/2024-Admin-CGA-2742  
**OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF EXPENDITURE**  
**MAHALEKHA NIYANTRAK BHAWAN**  
**ROOM NO. 203 , 2<sup>ND</sup> FLOOR,**  
**E-BLOCK, GPO COMPLEX, INA, NEW DELHI-23**

10 January 2025

**Office Memorandum**

It has been decided to celebrate 49th Civil Accounts Day on 1<sup>st</sup> March, 2025. To organise a function on the day, competent authority has decided to constitute following Committees as per terms and conditions mentioned below:

S.No.	Name of the Committee	Composition	Terms of Reference
1.	<b>Steering Committee</b>	CGA -Chairman All Heads of Committees	Overall Review
2.	<b>Logistics Committee</b>	1. Sh. Alok Ranjan, Addl. CGA & CVO 2. Sh. Satish K Jadhav, Jt.CGA (Admn), 3. Sh. Narinder Pal Singh, CA 4. Officers of Administration of O/o CGA	<ul style="list-style-type: none"> <li>□ To co-ordinate between different committees and oversee all the preparations related to the organising of the CAD</li> <li>□ To ensure Logistic &amp; infrastructure support</li> </ul>
3.	<b>Awards Committee</b>	1. Sh. Sanjai Singh, Pr.CCA, CBDT 2. Ms Tripti Patra Ghosh, Jt. CGA 3. Sh. Padamsing Patil, Dy.CGA 4. Sh. Amit Malhan, Dy.CGA 5. Ms Stuti Ghildiyal, Dy.CGA	<ul style="list-style-type: none"> <li>□ Framing criteria for awards</li> <li>□ Evaluation of applications</li> <li>□ Selection of awardees</li> <li>□ Other Matters related to Awards selection and distribution</li> </ul>
4.	<b>Media Committee</b>	1. Dr. Shankari Murali, Addl. CGA 2. Sh. Rajesh Kumar, CCA 3. Dr Ajay Shanker Singh, CCA 4. Sh. Harish Kumar Srivastava, Jt.CGA 5. Ms Abirami SP, ACGA	<ul style="list-style-type: none"> <li>□ Production and Screening of short film (as decided by Steering Committee).</li> <li>□ Co-ordinate all matters relating to print &amp; electronic media coverage of event</li> </ul>
5.	<b>Publication Committee</b>	1. Ms Aastha Saxena Khatwani, Addl. CGA 2. Sh. Harish Kumar Srivastava, Jt.CGA	<ul style="list-style-type: none"> <li>□ To propose pre-event book on PFMS.</li> <li>□ To finalize proceedings of the event after proof reading and necessary corrections</li> </ul>

		3. Ms. Supriya S Devasthali, Jt.CGA, 4. Sh. Chandan Mittal, Dy.CGA 5. Sh. Rahul Garg, ACGA	
6.	<b>Invitation Committee</b>	1. Ms. Sanchita Shukla, Jt.CGA 2. Sh. Bhole Amit Gunvant, Dy.CGA 3. Ms. Amita Jain, CA 4. Md. Shahid Kamal Ansari, CA 5. Sh. Ashutosh Singh, DCA	<input type="checkbox"/> To finalize list of invitees with the approval of Competent Authority. <input type="checkbox"/> To finalize draft matter for invitation card. <input type="checkbox"/> To send invitations to invitees. <input type="checkbox"/> To obtain confirmation from invitees
7.	<b>I T Support Committee</b>	1. Sh. Anupam Raj, Dy CGA 2. Sh. B. Gopala Krishnakanth Raju, ACGA 3. Sh. Hemant Gupta, ACGA	<input type="checkbox"/> To look after technical requirements & support pertaining to Inaugural Function and other sessions as well as IT related requirements before and during the function

The terms and references are broad and indicative. The committees may take up any work as required by their duty. The Committees may co-opt members as per the requirements.

This issues with the approval of the Controller General of Accounts

(Sanchita Shukla)  
Jt Controller General of Accounts

To

1. All officers of Indian Civil Accounts Organisation
2. Sr AO GIFMIS to upload on official website.