

O/o the Principal Controller of Defence Accounts
107, Lower Agram Road, Bangalore – 560 007

No. 020/Sty. Reqr./2019-20

Date: 24.06.2019

IMPORTANT CIRCULAR

To
All the Sub-Offices under PCDA, Bangalore,
(As per standard List).

**Sub: Stationery requirement/Local purchase of stationery
for the F.Y. year - 2019-2020.**

This Office intends to procure stationery items for the F.Y. 2019-2020. The indent for stationery items along with correct nomenclature and quantity required for your office may be submitted to this Office latest by 10.07.2019 positively in the following format.

It may please be noted that the Computer Stationery requirement is to be projected to the Officer-In-Charge, EDP Centre separately and not included in this proposal.

Please acknowledge receipt.

Details of stationery requirement for the F.Y - year 2019-20 in r.o. the Office of
the

Sl. No.	Description	Quantity required in KGs/No.s	Average Annual consumption	Balance in stock

Copy to:

✓ The Officer-In-charge,
EDP/OA
(Local)

For uploading in PCDA, Bangalore,
Website.

(30) xxx
A C D A (R)

SAO (R) 22/6/19