

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

No. REC/020/St./2019-20

Date: 03.01.2020

**IMPORTANT CIRCULAR**

To  
All Sections in M.O./ All the Sub-Offices under PCDA, Bangalore,  
(As per standard List).

**Sub: Austerity measure to curb wastage of Stationery items - Xerox papers –  
reg.**

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It has been directed by the Competent Authority to take necessary steps to cut down/minimise the usage of Xerox papers ~~while using~~ for the day to day functioning of the various Sections in M.O/Sub-Offices. Procurement of Xerox papers by this Section will be cut down by 10% of the average annual consumption, as directed by the Competent Authority.

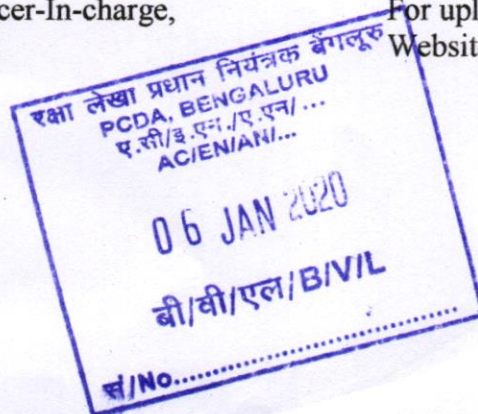
2. In view of the above, the issue of Xerox papers against monthly indent to various Sections/Sub-Offices will be restricted accordingly. It has also been directed by the Competent Authority to use other type of stationery viz. Note pads, writing paper etc. in place of high quality Xerox papers wherever possible.

*Sdr*  
**A C D A (R)**

Copy to:

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

For uploading in PCDA, Bangalore,  
Website.



*SAO*  
**SAO (R)** 3/1/20