

	<p style="text-align: center;">कार्यालयरक्षालेखाप्रधाननियंत्रक Office of the Principal Controller of Defence Accounts सं. 107, लोअरअग्रमरोड, अग्रमपोस्ट, बेंगलूर- 560 007 No.107, Lower Agram Road, Agram Post, Bangalore-560 007 Tel:080-29710474/475-Extn.202/311 Fax:080-29710132/133 E mail:pcdablrnpay3.dad@nic.in</p>	
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No: AN/PAY III/ PIC

Dated: 05/01/2022

//IMPORTANT CIRCULAR//
//Through PCDA, Bangalore website only//

Sub: Leave/Absentee Report on the Date of Increment i.e. 1st January 2022

All sections of Main office and Sub-Offices (including IFAs) under PCDA Bangalore are requested to submit a Leave/Absentee report as on 01.01.2022/03.01.2022 in the format prescribed on Annexure A' (copy enclosed). The report may be sent duly indicating whether the official is present or not in the office on 01.01.2022/03.01.2022. If the individual is absent on 01.01.2022/03.01.2022, the same may be intimated indicating the nature of leave and date of joining in 'Part-B' of Annexure A' so as to enable this office to grant annual increment on the due date.

The report may be sent through official e-mail id of Admin Pay III section (pcdablrnpay3.dad@hub.nic.in) latest by 13.01.2022 positively.

This may be treated as "TOP PRIORITY".

G.O. (AN/Pay) has seen.

Sd /xxx
ACCOUNTS OFFICER (AN /PAY/III)

Copy to :

✓ The Officer i/c
OA Cell
Local

- for uploading on PCDA, Bengaluru website.

[Signature]
ACCOUNTS OFFICER (AN/PAY/III) 5/1/22

Leave Absentee Report of all officials as on 01.01.2022 / 03.01.2022

PART – A

Name of Office/Section :

Sl No.	Name, Desgn. & A/c No.	DNI as per pay slip	Present/Absent on 01.01.2022/03.01.2022	Remarks

PART – B

For those officials absent on 01.01.2022/03.01.2022

Sl.No.	Name, Desgn., & A/c No.	Nature of leave	Joining date	Remarks

Officer – in-charge