

IMPORTANT CIRCULAR

कार्यालय: रक्षा लेखा प्रधान नियंत्रक

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007

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No. AN/I/169/Disc.

DATED: 06.12.2021

To

GOs/SAOs/AOs/All Sections in M.O.[Local]

Officers-In-Charge, All Sub-offices under PCDA, Bangalore.

Sub: CGDA's Visit to PCDA Bangalore.

The Controller General will be visiting PCDA Bangalore during the month of December 2021. During his stay he will visit Sub-Offices and the Sections in Main office. As such all the In-charge Officers of Sub-Offices and section heads of Main Office are advised the following:

1. The Office and the section's surroundings are kept clean and no files / documents are stacked on the almirahs, side racks, pathways, etc.
2. Efforts may be made to clear all claims within 7 days.
3. Clear the DAK in TULIP and see NO PENDENCY relating to CGDAs dak.
4. Maintain COVID-19 protocol viz. sanitization of surroundings regularly, keeping distance, restricting groups, wearing masks, etc.
5. Maintain the Wet-canteen with clean and systematic manner.
6. Further the officers and staff members are also advised to strictly follow the office timings.

PCDA has seen.


ACDA (AN)